

Vacancy Announcement

Founded in 1956, DRC Danish Refugee Council is Denmark's largest, and a leading international NGO. We have continuously been ranked as one of the best NGOs in the world - and are one of the few with a specific expertise in forced displacement. In over 40 countries, we protect, advocate and build sustainable futures for refugees and other displacement-affected people and communities.

To support and strengthen the DRC programme in Myanmar, we are looking for highly motivated and capable candidates to fill the position of

Humanitarian Mine Action Team Leader - Reannouncement (1 post)

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| Duty Station | Lashio (Interim Duty Station - Namkham) |
| Report to | HMA Project Manager |
| Direct Reports | HMA Officer(s) |

Overall purpose of the role:

To ensure the effective and efficient implementation of DRC HDP Mine Action activities in Shan State, working in close coordination with the HMA Project Manager as well as the Area Manager for project areas in Shan State, and in accordance with DRC HMA SOPs, guidelines and policies.

The HMA Officer will play a critical role in strengthening local actors' capacity to deliver explosive ordnance risk education (EORE) raising awareness about the dangers of mines and explosive remnants war (ERW), in addition to support survivors of accidents involving mines / ERW.

Responsibilities:

- **Team Management:** Directly manage HMA activities, ensuring that staff carry out their duties in accordance with job descriptions, guidelines, SOPs, and assigned tasks.
- **Quality Management:** Ensure high-quality program activities through effective line management of HMA Officers and close cooperation with the HMA Project Manager.
- **Quality Control:** Conduct quality assurance of program activity reports conducted by the HMA team, community focal points, and partner institutions on a regular basis.
- **Daily Management:** Manage and supervise day-to-day project activities to ensure they are implemented in accordance with project objectives, work plans, and HMA SOPs, guidelines, and procedures.
- **Training and Capacity Building:** Organize and provide training and workshops to HMA team members, partner staff, CSO members, and authorities to enhance their technical skills and capacity.
- **Meetings:** Lead weekly and monthly team/coordination meetings to ensure effective planning, quality implementation, and timely execution of HMA projects.
- **Reporting:** Support and close collaboration with the Project Manager in preparing proposals and reports as required.
- **Program Development:** Contribute to the development of the HMA Program, relevant manuals, SOPs, guidance, and IEC materials, adapting to context changes with alternative approaches and creativity.
- **Monitoring and Evaluation:** Contribute to the development and implementation of monitoring and evaluation tools, such as internal QA/QC in accordance with HMA SOP.
- **Field Visits:** Conduct regular field visits to oversee program implementation and partner activities for field monitoring and quality assurance as necessary.
- **Victim Assistance (VA):** Collect data on landmine/ERW accidents and ensure appropriate response, referral, and management of cases, following relevant DRC guidelines, SOPs, and existing referral

pathways. Maintain updated records of mine incidents and mine-related protection concerns in target communities.

- **Data Confidentiality:** Ensure the safety and confidentiality of collected information, beneficiaries' data, and organizational documents in accordance with DRC guidelines and policies.
- **Partner Support:** Ensure effective communication, coordination, monitoring, support, capacity building, and relationship building with local partners implementing HMA Program activities.
- **Inclusivity:** Ensure that HMA activities are inclusive and consider the needs of all community members, including women, children, and marginalized groups.
- **Financial Management:** Monitor and manage HMA Program activities and budget. Ensure budget forecasts are up-to-date and prepare procurement plans in consultation with the HMA Project Manager and Finance Focal.

Partnership and Localization:

- **Capacity Building:** Lead capacity development and planning with partner staff and DRC focal points. Provide training, coaching, and mentoring to enhance technical and operational capabilities.
- **Partner Identification:** Actively explore and identify potential partners in line with the localization strategy, coordinating with the Partnership team.
- **Network Expansion:** Support the HMA Project Manager in coordinating with local and international NGOs to expand and strengthen DRC's partner networks. Assist in rolling out HMA activities with partners.
- **Technical Assistance:** Offer technical assistance and guidance to partners to improve the quality and effectiveness of their HMA activities. Support partners in developing and revising tools, forms, technical guides, and SOPs.
- **Monitoring and Evaluation:** Conduct regular monitoring and evaluation of partner activities to ensure compliance with project objectives and standards. Establish a feedback mechanism to gather input from partners and incorporate their suggestions into program planning.
- **Coordination Meetings:** Organize and participate in coordination meetings with partners to discuss progress, challenges, and opportunities for collaboration. Maintain regular communication to ensure alignment and address issues promptly.
- **Project Design Support:** Under the technical guidance of the HMA Project Manager, assist HMA Officers in supporting partners with project design and the development of Sub-Grant Agreements.
- **Emergency Support:** Support external partners working under rapid response mechanisms and in emergency locations by delivering training on Explosive Ordnance Risk Education (EORE) and EORE mainstreaming approaches.
- **Resource Sharing:** Facilitate the sharing of resources, best practices, and lessons learned between partners to promote mutual learning and improvement.
- **Problem-Solving:** Assist partners in identifying and resolving challenges or obstacles encountered during project implementation.
- **Reporting and Documentation:** Ensure partners submit timely and accurate reports and documentation as required by the project. Develop and maintain strong, respectful relationships with partner organizations to foster a collaborative working environment.

Reporting:

- Keep accurate records of daily activities, beneficiaries involved, and issues identified.
- Ensure preparation and timely submission of all reports and updates to donors, partners, DRC office and other interested stakeholders as appropriate; regular reporting includes, but is not limited to, DRC Weekly and Monthly Reports; reporting will comply with HMA SOPs.

Coordination:

- Coordinate and liaison with relevant stakeholders, authorities and individuals to ensure the smooth implementation of activities.
- Attend regular MA AoR meetings, other coordination meetings as appropriate and present the DRC's contribution in humanitarian response to the needs.
- Proactively participate in regular programs, area meetings and provide updates as appropriate.
- Identify procurement needs for the project activities and inform logistics team accordingly to facilitate implementation.
- Coordinate and communicate with internal sectors and support departments and country office for strategic program integration.

Human Resource:

- Provide line management support to direct reports with regular 1:1 meeting being held and engagement in annual P&D process.
- Ensure adherence to DRC's national staff policy guidelines and ensure adherence by all direct reports.
- Comply with DRC's Code of Conduct at all times and ensure adherence by all direct reports.
- Engage in recruitment process for new staff as appropriate (e.g. Job Description, Vacancy Announcement, Interview etc); and responsible for induction process for new staff when relevant.
- Ensure compliance with MOSS (minimum operating security standards) and provide constructive input into safety / security discussions for the programme operating at field level;

Perform any other relevant tasks as requested by Line Manager and / or Area Manager to support in Organization strategy, Goals, Project Objectives, ...

Experience and technical competencies

- University degree in a relevant subject area
- Minimum 3 years' experience in the field of humanitarian response and refugee protection working for an international NGO, UN agency.
- Previous experience in humanitarian work with local or international NGOs is a plus.
- Previous experience in Explosive Ordnance Risk Education or humanitarian mine action is a strong plus.
- Proven management skills and competence in people management.
- At least two years of proven professional experience in training delivery, or similar endeavor (i.e. education)
- Working experience in local or international non-profit organizations.
- Proven experience of trainings conduction for adults and children.
- Strong English language skills (spoken and written)
- Excellent in spoken and written Burmese language
- Fluency in spoken and written in Shan languages is preferable.

All DRC roles require the post-holder to master DRC's core competencies:

- Striving for excellence: Focusing on reaching results while ensuring efficient processes.
- Collaborating: Involving relevant parties and encouraging feedback.
- Taking the lead: Taking ownership and initiative while aiming for innovation.
- Communicating: Listening and speaking effectively and honestly.
- Demonstrating integrity: Upholding and promoting the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, including safeguarding against sexual

exploitation, abuse and harassment.

Conditions

Contract: DRC will offer the successful applicant a DRC's Regular contract including 3-month probation. Renewable depends on both funding and performance. Salary and conditions will be in accordance with DRC's Terms of Employment. Employment Band G - management.

Application and CV

Interested? Click [here](#) to apply. Please send your application, in English, no later than **23rd June 2025**. CV only applications will not be considered.

(Applications will be reviewed on a rolling basis, and shortlisted candidates may be contacted for interview/an offer made before the advertised closing date)