

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

Camp Coordination and Camp Management Officer-Field Based (1) Post

Duty Station	Sittwe (field Office), Rakhine State
Report to	Camp Coordination and Camp Management Team Leader-Field Operation

Overall purpose of the role:

- The position will supervise all CCCM Assistants and Incentive workers in DRC managed camps.
- Deliver technical support and guidance to CCCM team located in Sittwe Rural Camps.
- Ensure the quality of the planning, implementation and follow up of all technical aspects of the sector activities being implemented by DRC.
- Develop and maintain good relations with the persons of concern, relevant stakeholders and other humanitarian actors, to support adequate implementation and coordination of DRC's sector activities.

Responsibilities:

- Plan weekly activities for DRC CCCM Camp Management Assistants, and assist in implementation under leadership of the Field Operations Team Leader.
- Create data management systems for each of the Sittwe Rural Camps and ensure information is updated regularly and each CMA aware of how data is uploaded and managed.
- Provide laptop and data management training to camp-based CCCM Assistants
- Support in site-level coordination with service provider focal points holding regularly meetings with key focal points to enhance coordination between DRC and service provider focal points
- Support in establishing and maintaining relationships with community representatives, government counterparts, and other humanitarian agencies.
- Support on all camp-level relations with the CMC including negotiating to end blockages and building the capacity of CMC members.
- Provide ad hoc trainings and catch-up meetings with camp-based Camp Management Assistants supporting their management of incentive worker teams.
- Support other DRC departments for issues regarding CMC, Camp Focal Points and community liaison
- Support the Field Operations Team Leader in coordinating the repair & maintenance, construction, and fire prevention activities in DRC managed camps.
- Ensure that activities conducted by CCCM Team follow DRC standards and guidelines.
- In coordination with the Camp Management-Field Operations Team Leader, develop trainings for capacity building of CMCs, Community Based Groups. & DRC CCCM staff
- Monitor camp maintenance and other camp improvement activities, with direct input from beneficiaries.

- Support in developing contextually relevant and culturally sensitive Information and written translation to be accessed by camp populations.
- Support CwC and Community Participation Teams in building the capacity of incentive workers and assure that teams are equipped to carry out activities in a more independent way.
- Any other duties related to the nature of job and context as requested by line manager.
- Assist Camp Management-Field Operations Team Leader with the creation of reports including monthly, quarterly, interim and end of project reports.
- Develop close routes of communication with camp populations, inclusive of Women, Youth, elderly, people with disabilities etc.
- Ensure distribution plans are prepared and shared with logistics in a timely manner
- Any other duties related to the nature of job and context as requested by line manager.

Experience and technical competencies

- Bachelor's degree in political science, international development, economics or another relevant field.
- Minimum 2 years of practical experience in sector area working for an INGO.
- Excellent skill in MS Word, Excel, and PowerPoint.
- Field experiences working in camp-like setting.
- Excellent interpersonal and communication skills as well as cultural sensitivity.
- Demonstrated ability to build trusting relationships with communities.
- Working knowledge of English and Proficiency in Myanmar languages, both written and verbal.
- Other local languages are considered as an asset.

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.

Condition

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. The position is placed in Employment Band H-non management.

Application and CV

Interested? Click [here](#) to apply. Please send your application, in English, no later than **26th 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)