

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

Shelter and Settlement Officer – 1 Post

Duty Station	Sittwe
Report to	Shelter and Settlement Team Leader

Overall purpose of the role:

The Shelter and Settlement Officer is responsible for developing design, conducting technical assessments, supporting shelter rehabilitation, and ensuring quality implementation of shelter activities through both in-kind and cash assistance modalities. The role contributes to the design of Bills of Quantity (BoQ), technical specifications, and training materials, and provides field supervision of construction, rehabilitation, kit distribution, and capacity building activities. The officer also provides technical support to partners, incentive workers, and communities, ensuring adherence to DRC standards and donor requirements. The engineering responsibilities cover at the places of DRC activities in Rakhine State.

Responsibilities:

- Conduct technical field assessments for shelter construction, reconstruction, repair, rehabilitation, and other relevant infrastructure works.
- Support both in-kind and cash-based shelter interventions, including cash-for-repair and self-rehabilitation approaches.
- Lead technical related training of basic carpentry, shelter in emergencies, monitoring and assessment.
- Assist in developing Engineering drawings, BoQs, technical specifications, and related documentation.
- Provide technical input for Purchase Requisitions (PRs) in line with DRC policies and procedures.
- Maintain systematic filing and database management for shelter and cash activities.
- Supervise contractors, skilled laborers, and incentive workers to ensure quality and timely implementation.
- Provide technical guidance and on-the-job training to assistants, incentive workers, and community volunteers.
- Support shelter kit distribution and ensure proper beneficiary verification, documentation, and handover.
- Facilitate carpentry and other technical training for beneficiaries to strengthen self-repair and maintenance capacity.
- Coordinate with Camp Management Committees (CMCs), Village Administrators, and beneficiaries to ensure accountability, community engagement, and quality outputs.
- Provide technical support to implementing partners and contribute to joint monitoring, assessments, and capacity development.
- Report daily/weekly on the progress of shelter, rehabilitation, and cash activities.
- Liaise and cooperate with local authorities and other humanitarian organizations as needed.

- Act as DRC's technical focal point at field level for shelter and settlement interventions.
- Perform other tasks as assigned by the Shelter and Settlement Manager.

Required experience and technical competencies

- Bachelor's degree or equivalent qualification in Civil Engineering, Architecture, or related technical field (B.Tech, B.E, or AGTI).
- Minimum 2 years of hands-on experience in shelter/infrastructure/community construction, repair, and design.
- Experience in cash-based interventions, such as cash-for-repair or conditional cash assistance.
- Demonstrated experience in supervising construction activities, including those implemented through contractors, direct labor, and community-led processes.
- Knowledge and use of engineering software (AutoCAD) and Microsoft Office.
- Experience in technical assessments, BoQ preparation, and kit distribution.
- Skilled in community engagement, negotiation, and capacity building.
- Flexible and able to travel frequently by road and boat.
- Familiarity with local construction practices, materials, and the Rakhine context.

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. Only applicants who can work and be based in Sittwe, Rakhine State, are eligible for this position.

Application and CV

Interested? Click [here](#) to apply. Please send your application, in English, no later than **9 Oct 2026**.

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)