



Vacancy Announcement
NRC MM 2025/ VA N0-025
Norwegian Refugee Council, Myanmar

This is the position posted for the internal candidates for “Shelter Officer” in the Sittwe (camp based) Rakhine Area. Please refer details as following.

What we offer:

Position: Shelter Officer

Based in: Sittwe, (Camp based)

Report to: Shelter Team Leader

Travel: 50 % Travel

Grade: 5 in NRC’s Salary National Scale (Annual 13th months’ salary, NRC MM Health Insurance Package, Leave entitlements etc.) with accompanying NRC terms and conditions.

Fixed-term national contract

[Find out more about the benefits of working for NRC.](#)

Key responsibilities;

- Carry out WASH/Shelter activities in camps and villages and report on progress to line manager.
- Arrange project participates transportation to project implementation area in safely way if required.
- To manage and conduct with field team RNA, Household registering for WASH kits, NFI kits, MPCA & Cash for Shelter Repair assistance in camps and host communities.
- Ensure to product quarterly report of shelters and infrastructures’ condition in NRC managed camps,
- Follow-up on projects including post monitoring distribution and evaluation, technical methodologies, supervision of activity at field level.
- Ensure that all administrative and logistical tasks are promptly and correctly completed.
- Represent as NRC Shelter CC in the community/local meetings, when requested and promote exchange of information with relevant external actors.

Please download the detailed [Job description](#) to learn more about the position.

What you will bring;

- Experience of working in a humanitarian or development context
- Computer Skill, Strong communication skills
- Documented results related to the position’s responsibilities
- Fluency in Rakhine and other local Languages and Intermediate level of English
- A resident of Camp area. Context/ Specific skills, knowledge and experience:
- Previous experience working with local or international organizations desirable
- Proven practical experience in the planning and execution of WASH/Shelter programmes of at least 3 years’ experience in a humanitarian and development program.
- Bachelor’s degree or certificate undergraduate from a recognized University
- Experience of working in Central Rakhine
- Experience in capacity building and training of targeted groups.



- Ability to work independently in a result-oriented multi-tasking and multi-cultural environment and manage conflicting priorities

Important information about the application process

- **Internal candidates:** - log in with your **official NRC email address** or **click on Opportunity Marketplace**.
- When creating your profile, include your full name as per your passport.
- **Apply by completing all the system-required fields** of your experience, employment history, and education including the contact details of two referees' persons in your application.
- Ensure to **attach your latest CV**.
- Submit your application and CV **in English**.
- Don't meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. NRC is dedicated to building a diverse and inclusive workplace, so if you're excited about this role and you meet most, but not all the requirements, we encourage you to apply anyway.
- Applications that do not meet the minimum standards in terms of experience or qualifications will generally not be considered.
- **Unsolicited applications not related to this specific job advertisement will not be considered.**
- Only shortlisted candidates will be contacted. We receive many applicants for each vacant position. Unfortunately, we do not have the resources to give detailed feedback to applicants who have not been shortlisted.

Here is the links for internal and external applications.

- [View the internal job posting](#)
- [View the external job posting](#)

Please contact speak up email speakup@nrc.no to report to NRC if the applicant experiences any wrongdoing during recruitment.

“Do not use this email for submitting your application”

“In the selection of its staff NRC is committed to gender balance and diversity without distinction as to race, sex, religion, HIV/ AIDS status and without discrimination of persons with disabilities: Qualified women candidates are strongly encouraging to apply”