



**NRC MM 2024/ VA NO-026**  
**Norwegian Refugee Council, Myanmar**  
**Field Office Coordinator Myanmar Myitkyina**

NRC Myanmar is now seeking a potential **Myanmar National** candidate as “**Field Office Coordinator**” to support program implementation in Area Field Offices; ensure security policies and procedures are implemented and adhered to; and ensure effective liaison between NRC and Area-level stakeholders.

**What you will do**

- Line management for support staff at Area Field Offices (Finance, HR & Admin, Logistics, ICT, and Security)
- Member of the Area Management Team (AMT)
- Compliance with and adherence to NRC policies, guidance and handbooks, and donor/auditor requirements
- Provide input on operational support to Area Strategy, and to coordinate and align operational support with program plans
- Responsible for implementation of new country specific technical SOPs, guidelines and tools in Area Field Offices (Finance, HR & Admin, Logistics, ICT, and Security)
- Coordinate and assist with budgets and costs for Area Field Offices’ shared costs and support functions
- Provide support in the training and development of Area Field Office staff
- Coordinate and cooperate with NRC stakeholders (government, UN, INGO/NGO/CBO) and relevant partners, according to strategy and plans
- Complete regular reports on functional responsibilities to Area Manager and Country Office
- Promote the rights of IDPs/returnees in line with the advocacy strategy.
- For specific job requirements please see more details [here](#) **Job description**.

**What you will bring**

- Experience from working in a Support Management role in a humanitarian/recovery context
- Experience from working as a Liaison and Communication roles in a humanitarian/recovery context
- Documented results related to the position’s responsibilities
- Ability to work independently with little supervision
- Strong organisational skills and ability to prioritise
- Knowledge about own leadership skill/profile
- Fluency in English, both written and verbal
- Knowledge of the context in Northeast Myanmar
- Knowledge of Myanmar and other major ethnic languages in Northeast Myanmar
- Experience with similar position in other organisations
- Experience in training and capacity building of teams and staff
- Experience of working with Civil Societies.

**What makes this position attractive?**

- NRC has delivered humanitarian assistance and protection to vulnerable affected populations in Myanmar since 2008, following Cyclone Nargis. Over that time, NRC has



evolved into a complex and mature mission with an excellent reputation for technical skill and delivery of programmes.

- NRC provides services and assistance to vulnerable populations affected by conflict and displacement over three geographical areas (Rakhine, North-East, and South-East Myanmar) and the Country Office in Yangon, across 10 offices. The portfolio of projects is currently larger than 15.
- NRC works in Shan and Kachin States, supporting displacement affected population and vulnerable host communities. Its implementation covers the North-East Myanmar with programmatic interventions which embrace different areas. Currently NRC implements programs on Information, Counselling, and Legal Assistance, Education, Shelter, and Protection in this area office.
- NRC Myanmar works in collaboration with a diverse portfolio of partner organisations. Over the past years NRC Myanmar has been at the forefront of partnerships integrated programming; and promoting and developing staff capacity.
- This is an opportunity to join one of the most respected humanitarian actors in Myanmar that has a strong reputation with donors, embassies, clusters, and peer agencies, and the chance to work with a diverse portfolio of donors and partners.
- Meaningful work, with a high-quality integrated programme that responds to the diverse needs, priorities, and concerns raised by beneficiary communities.
- Female candidates are strongly encouraged to join our work culture that empowers every employee to share ideas and take responsibility.
- [Learn more about NRC's operation in Myanmar here.](#)

#### What we offer

- **Myitkyina, duty station**
- **Fixed Term National** contract duration.
- 40%
- **Grade 7** in NRC's Salary Scale, with accompanying terms and conditions. NRC offers a competitive compensation and benefits package.
- [Find out more about the benefits of working for NRC.](#)

#### Important information about the application process

- **Internal candidates:** - log in with your **official NRC email address** or click on **Opportunity Marketplace**.
- **This position is open to Burmese Nationals only.**
- 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.

### **Why NRC?**

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation helping people forced to flee. Our 15,000 staff work in crises across 40 countries, providing life-saving and long-term assistance to millions of people every year.

NRC responds to the diverse needs faced by populations in Myanmar through the delivery of integrated programming and advocacy to ensure that conflict and displacement-affected communities can meet their needs and exercise their rights. NRC works with a range of different local and international partners to deliver a multi-faceted response that includes emergency response to rapid onset needs, providing essential services to internally displaced people in protracted displacement, and contributing to pathways to durable solutions.

Interested individuals are requested to apply before [6<sup>th</sup> May 2024, 05:00 PM Myanmar Time](#) through the links following.

### **Links to VA for the application:**

[View the internal job posting](#)

[View the external job posting](#)

**Any difficulties when applying please reference the guidance learning as an internal/external application.**

**External [here](#). Internal [here](#)**

“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 encouraged to”