



## **Vacancy Announcement NRC MM 2025/ VA N0-027 Norwegian Refugee Council, Myanmar**

NRC is looking for an **Area Support Manager, North-East** to join the Myanmar mission and directly contribute to the response Area Office strategy. The role holder will be responsible for coordinating support functions; as well as developing and maintaining work systems at area office level in NE.

### **About position**

- **Position:** Support Manager
- **Based in:** Myitkyina, North East Area Office
- **Report to:** Area Manager
- **Supervise of:** Support staffs
- **Travel:** 30 %
- **Salary/benefits:** grade 8 in NRC National Salary Scale (Annual 13<sup>th</sup> 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.](#)

### **What you will do**

- **People leadership** across support functions.
- **Operational support** to the plan of action, and programme plans.
- **Quality support** provision to programme implementation.
- **Budget management.**
- **Report development** on Area level.
- **Standard operating procedures, guidelines, and tools** implementation.
- **Capacity development and training** of staff.
- We highly encourage you to learn more about the role: [please review the full Job Description here.](#)

### **What you will bring**

- **Middle-management** experience in a humanitarian/recovery context.
- **Support systems** experience within INGOs and/or the United Nations.
- **Human Resources, Administration, Finance, and Logistics** expertise.
- **Complex, and volatile context** exposure.
- **Myanmar context** exposure and knowledge.
- **English and Burmese** fluency, both written and verbal.

### **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.

The link to the vacancy is here: [Area Support Manager North-East Myanmar - NRC NORCAP Careers Careers](#), and it expires at midnight Thailand time on 3<sup>rd</sup> July 2025.

Please contact speak up email [speakup@nrc.no](mailto: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”