



Vacancy Announcement
NRC MM 2025/ VA N0-028
Norwegian Refugee Council, Myanmar

NRC Myanmar is now seeking a national candidate for “**Shelter and Settlement Coordinator**” in the Yangon, Country Office (National Only). Please refer to the following for more and details.

About position

- Shelter and Settlements Coordinator
- Based in: Yangon
- Travel: 30%
- Report to: Shelter and Settlements Specialist
- Grade 7 in NRC’s Salary Scale (Annual 13th months’ salary, NRC MM Health Insurance Package, Leave entitlements etc.) with accompanying terms and conditions.
- Fixed-term national contract.

Responsibilities

The purpose of the Shelter Coordinator position is to support the Shelter and Settlements program technical overview and strategy at country level which also includes Cash and Markets, Site Management and WASH activities, working closely with implementation teams across different area offices where NRC has interventions, to ensure technical quality of projects, harmonized approach across projects and adherence to national and international cluster standards. The Shelter and Settlements Coordinator, with the Shelter and Settlements Specialist, are responsible for the strategic direction of the Shelter and Settlement department, championing Safe and Inclusive Programming (SIP), building and maintaining principled humanitarian access for hard-to-reach and underserved populations, strengthening collaboration with other actors (partnerships and coordination mechanism representation), ensuring fulfillment of rights through evidence-based advocacy, and developing our staff’s capacity.

Qualifications

- Minimum 4 years of experience from a senior level project implementation position in a humanitarian context.
- Experience from working in complex and volatile contexts.
- Project Management experience, including management of staff, team building/motivation.
- Documented results related to the position’s responsibilities.
- Knowledge about own leadership skills/profile.
- Fluency in English and Myanmar language, both written and verbal.

Click [here](#) for more information about JD.

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 candidates 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.
- Interested individuals are requested to apply through the provided links before **11th July 2025, 5:00 PM** Myanmar Time as internal and external candidates.

Links to VA for the application:

[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”