

## 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

### **Project Officer - Anticipatory Action - (1) Post**

<b>Duty Station</b>	<b>Myitkyina, Kachin State</b>
<b>Report to</b>	<b>Project Manager – Anticipatory Action</b>

#### **Overall purpose of the role:**

The AHEAD Project Officer will lead in the detailed day to day activity implementation for the AHEAD Project, including but not limited to community level advocacy, communications and consultation activities intended to raise the profile of AHEAD and anticipatory action programming focused on conflict-induced displacements in Myanmar, Kachin State. The project will develop anticipatory action data models and approaches using local and global data for local-level analysis to help inform DRC and other humanitarian actors' decisions when deploying humanitarian assistance and to enable timelier, more dignified, efficient, and impactful assistance. This position, together with the Project Manager, will also support in expanding DRC's anticipatory action initiatives beyond the AHEAD project, ensuring timely, coordinated, and efficient responses to displacement risks from both conflict and climate hazards. You will work closely with relevant internal and external experts, country teams, local government bodies, and stakeholders to design, implement, and draw lessons from anticipatory action projects that enhance preparedness and improve the resilience of communities at risk of displacement

#### **Responsibilities**

##### **Coordination**

- Lead the field level communication consultation, advocacy and coordination with partners and stakeholders for all activities, ensuring alignment with DRC's global strategy and the country's specific needs.
- Support the implementation of the Anticipatory Action program in Kachin by being the main focal point for all activities and processes in relating to at-risk communities and other relevant stakeholders in his/her assigned geographical scope.
- Facilitate awareness raising and collaboration with local partners and key stakeholders from targeted locations to ensure that anticipatory actions are well understood, integrated, and prioritized as an effective and appropriate response option.
- Ensure the visibility of DRC's Anticipatory Action portfolio in the targeted locations.

##### **Implementation and Technical Support**

- Support and contribute towards the detailed implementation work planning, budgeting, and cooperation with MEAL team for the monitoring.
- Facilitate the development and implementation of anticipatory action plans, trigger mechanisms, and evidence generation frameworks, following a participatory, bottom-up design process with at-risk community.

- Facilitate community level anticipatory action systems building, including strengthening of early warning systems, trigger development, and development of anticipatory action plans in close collaboration with relevant stakeholders

**Data, Analysis, and Learning**

- Work with the Evidence, Knowledge, and Learning team to ensure that data and displacement forecasting models are effectively used for anticipatory action at field level.
- Support DRC's global and regional analysts to monitor and analyze data related to disaster risks and displacement, ensuring that forecasts and triggers are aligned with the evolving needs on the ground.
- Contribute to the lessons learned from the AHEAD anticipatory action project and share knowledge with the team

**Reporting and Communication**

- Support the Project Manager in the delivery of anticipatory action activities and community-level consultations, as needed.
- Submission of work plans and situation reports based on field-level stakeholders engagement, to feed into DRC area-level coordination.
- Contribute input for monthly, quarterly, interim and annual donor reports, project proposals as well as ad hoc reports and communication items, as requested.
- Document success stories and lessons learned for the development of donor reports and case studies.
- Coordinate with area-level Finance and Supply Chain staff to facilitate the procurement of goods and services supporting programme delivery, in accordance with DRC Myanmar guidelines and policies.

\*Perform any other relevant tasks as requested by Line Manager.

**Experience and technical competencies:**

- Relevant university degree (e.g. political science, international development, or economics) or equivalent professional qualifications.
- Minimum 2 years of experience in humanitarian action, preferably in disaster risk management/reduction, anticipatory action programming or any relevant humanitarian programming in the Kachin humanitarian context.
- Experience working in conflict contexts preferred
- Experience working with Monitoring, Evaluation and data collection
- Experience in stakeholder coordination, with an ability to navigate diverse stakeholder groups and drive joint processes to achieve common goals.
- Familiarity with conflict-sensitive programming and the impacts of displacement on vulnerable populations.
- Ability and willingness to travel, including to remote or conflict-affected areas.
- Excellent interpersonal, communication, and coordination skills, with the ability to work across multiple teams and with diverse stakeholders.
- Relevant university degree (e.g. political science, international development, or economics) or equivalent professional qualification
- Full professional proficiency in English and Myanmar official language
- Proficiency in the local language in Kachin asset

**Conditions**

Contract: DRC will offer the successful applicant a DRC's Regular contract including 3-month probation period. Renewable depends on both funding and performance. Salary and conditions will be in accordance with DRC's Terms of Employment. The position is in Employment Band H-non-management.

**Application and CV**

Interested? Click [here](#) to apply. Please send your application, in English, no later than **30<sup>th</sup> May 2025**.

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)**