

Vacancy Announcement

The Danish Refugee Council (DRC) assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunity for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfilment of the wish to return home. In Myanmar, DRC has been present since 2009.

DRC is currently engaged in responses in Rakhine, Kachin, and Northern Shan states. Our response targets displaced, and displacement affected communities and other vulnerable communities in some of the most deprived areas of Myanmar. Key activities include protection (including Child Protection, GBV and Protection Monitoring), Camp Coordination and Management, WASH, Economic Recovery and Humanitarian Mine Action. To support and strengthen the DRC programme in Myanmar we are looking for highly motivated and capable candidates to fill the position of

Protection Assistant (1 post)

Duty Station	Namkham
Report to	Protection Team Leader
Technical Supervision	Protection Officer (CBP)

Overall purpose of the role:

To contribute to the achievement of DRC Protection programme objectives in Northern Shan State with the support of Protection Team in working with communities of Internally Displaced Persons (IDPs) in camps, villages and with other affected communities to make the Community Based Protection interventions sustainable in the long term, to be able to exist without external support.

Responsibilities:

Community Based Protection

- Support displaced and local communities in the identification and understanding of protection problems that are directly or indirectly caused by different actors, including families, communities, the State, or armed actors.
- Actively supporting DRC and Community-Based Protection Group (CBPG) to carry out community structured activities that facilitate individuals and communities to identify and address protection concerns that aim towards achieving respect for rights, safety, and dignity.
- Assist Protection Officer to provide guidance by analyzing the perspectives, capacities, needs and resources of the persons of concern and advise the protection team, accordingly, highlighting the specific protection needs of women and men, youth and older persons, persons with disabilities and marginalized groups and their capacity and agency to affect change and improve protection.
- Engaging and mobilizing displaced and local communities in the development, implementation and monitoring of community-owned protection strategies (community action plans) that address, where applicable, rights violations and abuses reflecting community’s protection priorities.
- Support DRC Protection Officer (CBP) in adapting a systematic application of participatory, community, rights based, and age, gender diversity (AGD) responsive community-based protection approaches.
- Facilitate meetings, focus group discussions, interviews, spot-checks, training and awareness-raising, etc in IDP camps and other conflict-affected communities.

- Ensure activities are carried out in accordance with relevant DRC standards, guidelines and SOPs, and in coordination with relevant actors in the field.
- Regularly on field visits to provide support and guidance and to monitor quality of monitoring activities.
- Ensure safety and confidentiality of the collected information in accordance with DRC Code of Conduct, Protection SOPs in place, and instructions from the Team Leader.

Individual Protection Assistance and cash for protection (C4P+)

- In accordance with DRC Individual Protection Assistance (IPA) and C4P+ guidelines and procedures, identify persons with special needs and suggest the best type of assistance for each individual case tailored to the specific needs of the case.
- Carry out actual delivery of the assistance to IPA & C4P+ beneficiaries and ensure effective and efficient coordination with Admin/Finance and Logistics to facilitate the procurement process in accordance with DRC Myanmar Guidelines and Policies.
- Assist information management of IPA and C4P+ beneficiaries and contribute to data analysis as appropriate.

Reporting

- Prepare internal weekly protection reports/trackers in English to be submitted to the Protection Team Leader; these reports should summarize activities carried out by the Protection teams and underline key weekly findings.
- Regularly liaise with the DRC IM and MEAL Office based staff and ensure accurate management of data records and trackers.
- Ensure that PIM forms are filled out by team in an accurate manner and according to the guidelines whenever appropriate.

Coordination

- Coordinate with relevant stakeholders in the field and liaise with relevant authorities and individuals to ensure the smooth implementation of activities.
- Contribute to constructive, supportive and effective coordination and working relationships between DRC/DDG teams and offices in Northern Shan, in collaboration with the Protection Team Leader in the other base.

Finance and HR support

- Under supervision of the Protection Team Leader, draft relevant financial and procurement documents such as PRs, Advance Requests, Cash transfer requests, payment of salaries of field-based staff, etc.
- Support the Protection Manager and Protection Team Leader in recruiting new Incentive workers.

*Conduct and/or support on other duties as assigned by the Protection Team Leader and/or Protection

Experience and technical competencies

- Relevant university degree (e.g. political science, international development, or economics) or equivalent professional qualification.
- At least 1 years of work experience, preferably in humanitarian and/or similar programs with (I) NGOs.
- Strong understanding and experience of Community Based Protection Approaches and principles.

- Strong facilitator and knowledge of participatory approaches and activities
- Very good understanding of main protection and human rights issues.
- Understanding of operational context in Northern Shan State.
- Strong team coordination skill, leadership skill and attention to detail.
- Excellent skill in MS Word, Excel, and PowerPoint.
- Fluency in Burmese language. English and additional local languages would be an asset.

All DRC roles require the post-holder to master DRC's core competencies :

- **Striving for excellence:** Focusing on reaching results while ensuring efficient processes.
- **Collaborating:** Involving relevant parties and encouraging feedback.
- **Taking the lead:** Taking ownership and initiative while aiming for innovation.
- **Communicating:** Listening and speaking effectively and honestly.
- **Demonstrating integrity:** Upholding and promoting the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment.

Conditions

Contract: DRC will offer the successful applicant a DRC's Regular contract included 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 I.

Application and CV

Interested? Please send your application to mmr.recruitment@drc.ngo and zar.win1@drc.ngo in English, no later than **21st March 2025**.

(Applications will be reviewed on a rolling basis, and shortlisted candidates may be contacted for interview/an offer made before the advertised closing date)