

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

Economic Recovery Assistant-(1) Post

Duty Station	Namkham, Northern Shan State
Report to	Economic Recovery Team Leader

Overall purpose of the role:

- Provides administrative or technical support within the sector area
- In collaboration with the livelihood team, develop yearly livelihood plan and monthly plan.
- Undertake livelihood activities ensuring that activities conducted follow DRC standards and guidelines.
- Conduct field visits to IDP communities to identify livelihood needs.
- Organize and deliver training for community members/groups in agriculture, Livestock training, income generation, and small business development and identify volunteers by criteria.
- Collaboration with the protection, HDP and Emergency Response teams for the livelihood referral.
- Monitoring DRC/DDG Livelihood activity implementation and referring challenges to the line manager.

Responsibilities

Administrative and technical support

- Mobilize project target communities to implement the project activities
 - Assist the technical specialist and team leader to implement, officer the project activities
 - Work closely with village/camp leaders and project volunteers
 - Carry out basic tasks within the sector area (e.g. data collection, beneficiary training, monitoring, and follow-up)
 - Follow the given work plans and guidelines
 - Undertake livelihood activities ensuring that activities conducted follow DRC standards and guidelines.
 - Collaboration with the protection and HDP teams for the livelihood referral also coordination with other organizations.
- * Perform any other relevant tasks as requested by Line Manager and / or Area ManagerAccounting

Documenting and Reporting

- Keep accurate data records, livelihood documents/forms used (Grant business plan collected, monitoring forms, list of participants to the training etc) in soft copy and hard copies and ensure to timely.
- Provide data for reporting to line manager and verbal and if need written reports –after implemented; (on all activity and all trip)
- Share information and regular updating on livelihood programs during the weekly meeting,

coordination meetings, and other relevant meetings.

- Keep regularly informed livelihood team leader/ coordinator on the activities, and problems faced during the implementations.

Experience and technical competencies

- Diploma or equivalent professional qualification
- Minimum 1 year of relevant work experience.
- Prefer working experience in facilitating the communities on agriculture (eg. Home gardening), Nutrition and basic Hygiene.
- Familiarity with the project targeted areas
- Kachin, Shan and Ta'ang language skills to communicate with the communities
- Moderate Computer and IT skills, and basic English skills
- Experience with following standard procedures and guidelines

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.

Renewable depends on both funding and performance. Salary and conditions will be in accordance with DRC's Terms of Employment. Employment Band I-non management.

Application and CV

Interested? Please send your application to mmr.recruitment@drc.ngo and zar.win1@drc in English, no later than **20th May 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)