



## **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**

<b>Duty Station</b>	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.

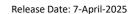
#### Responsibilities

#### 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 <a href="mmr.recruitment@drc.ngo">mmr.recruitment@drc.ngo</a> and <a href="mailto:zar.win1@drc">zar.win1@drc</a> in English, no later than 20<sup>th</sup> 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)