

### 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)**

<b>Duty Station</b>	<b>Lashio (NSS), Interim Duty station at Namkham</b>
<b>Report to</b>	<b>Protection Team Leader</b>
<b>Technical Supervision</b>	<b>Protection Officer (Case Management)</b>

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

To contribute to the achievement of DRC protection program objectives through the implementation of protection activities aimed at promoting the protection for the internally displaced persons (IDPs) and other conflict-affected communities, specifically through effective case management, in accordance with DRC guidelines and procedures.

#### **Responsibilities**

##### **Case management**

- Under the supervision of the Protection Team Leader – Case Management, be the focal person on case management for DRC in Northern Shan and be overall responsible for the management of cases including identification, assessment, planning, implementation including psycho-social support, review and follow-up, and closure in accordance with DRC guidelines on case management SOP and defined procedures.
- Visit IDP sites and other field locations to identify cases and conduct other steps necessary for case management.
- When the participation of other protection assistants on case management is necessary, support and coordinate the case intake and other steps taken by other protection assistants.
- With the support of the Protection Team Leader – Case Management, facilitate regular case reviews one-on-one in addition to case conferences with the protection team and to review case needs are analysed through a holistic approach, using DRC psychosocial support tools for each individual case.
- Review deadlines for follow up and ensure that cases are receiving support in a timely manner, highlighting any delays to Team Leader – Case Management for appropriate support.
- Coordination with protection officer (case management) and develop weekly workplan.

**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.

**Capacity building / Awareness raising**

- Contribute to the design and planning of relevant training and awareness raising sessions for IDPs, Protection Focal Points and delivering at field level.
- Conduct in delivery of awareness sessions to conflict affected people as required.

**Data / information management**

- Ensure accurate data records and appropriate management of project documentation or otherwise manage and maintain the case management database, including confidential handling of individual case files and databases.
- Track the processes of internal or external referral or transfer, including maintaining contact with the focal point at respective agencies and coordinating the flow of information from cases to service providers.

**Psychosocial support**

- Provide case management and psychosocial support (PSS) capacities including psychological first aid (PFA) (active listening, paraphrasing, supportive statements) when interacting with beneficiaries.
- In coordination with other protection team, provide recreational activities, group PSS sessions.
- Conduct PSS and PFA to the client's family and conflict affected community members, frontline workers as required.

**Coordination / referral / service mapping**

- Maintain the good relationship between the community / the beneficiaries and the organization.
- Regularly build network/relations with service providers and keep service mapping / referral pathway in target locations updated.

**Reporting**

- Produce regular reports on status of cases and trends.
- Provide non-identifiable information about case trends when requested by the Protection Team Leader – Case Management.

**HR/Admin/Finance/Logs**

- Ensure compliance with DRC guidelines and policies on HR, admin, finance, and logistics.
- Ensure adherence to DRC national staff policy guidelines.
- Comply with DRC Code of Conduct at all times.
- Ensure compliance with MOSS (minimum operating security standards) and provide constructive input into safety and security discussions for field level operations.

- Perform any other relevant tasks as requested by Team Leader – Case Management and/or Protection Project Manager.

**Experience and technical competencies**

- Diploma or equivalent professional qualification in relevant field, ideally related to social work, nursing, or psychology.
- At least 1 year work experience, ideally in humanitarian, protection, and/or similar programmes with (I)NGOs.
- Experience as a social worker/case management worker.
- Excellent facilitation, organisational, interpersonal and communication skills (especially listening skills).
- Strong interest and care for survivors and vulnerable people.
- Committed and hardworking professional.
- Good analytical skills, critical thinking problem solving skills.
- Good computer skills (especially Microsoft Office).
- Flexible and prepared to travel intensively in the region.
- Fluency in Myanmar and Local Languages
- Medium proficiency in English

**Desirable:**

- Understanding of operational context in Northern Shan State.
- Understanding of humanitarian and protection principles.
- Experience in protection programming.
- Strong understanding of IDP right.

**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 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 I.

**Application and CV**

Interested? Please send your application to [mmr.recruitment@drc.ngo](mailto:mmr.recruitment@drc.ngo) and [zar.win1@drc.ngo](mailto:zar.win1@drc.ngo) in English, no later than **21<sup>st</sup> 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)**