

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

Camp Coordination Camp Management Assistant-(1) Post

Duty Station	Sittwe, Rakhine State
Report to	Camp Coordination and Camp Management Manager

Overall purpose of the role:

Provide administrative support and basic sectoral support to CCCM team.

Responsibilities:

- To prepare Travel Request documents on a weekly basis and work with logistics to ensure that the team have the cars arrange to run activities.
- Support the administrative tasks for Incentive workers such as developing timesheet, payment sheet and other supporting documents in collaboration with other DRC's sector teams.
- Monitor stock in the warehouse and producing a stock report in Excel monthly.
- Ensure that all sign-in sheets and documents from activities are accurately filed daily and soft copies are scanned and saved.
- Prepare Order Request documents for the logistics team to procure goods, and work with logistics to follow up on order requests for materials.
- Support the team with the organization, paperwork, and printing of materials for community group / CMC trainings or CCCM meeting.
- Monitor and report on community group activities maintaining accurate documentation and paperwork.
- Support the Community Participation officer with scanning all recreational activity documents and filing accurately.
- As needed, support the CRM team with data entry of CRM complaints
- Support the Operations Office with CCCM Site Monitoring data entry.
- Input assessment data from CCCM surveys into relevant databases in Excel (i.e household survey data, disability assessment data.
- Update the infrastructure database monthly.
- Prepare and print project documents for activities (i.e sign in sheets, Checkpoint papers, Goods Release forms, assessments, site monitoring forms, CCCM meeting minutes etc.)
- Support the team in preparing for field activities and attending the CCCM related meetings and trainings.
- Support in the provision of capacity building training to FBS/ Incentive workers.
- Support CFM functions in registering the data, handling referral process in consultation with CFM team
- Support to operation team in scanning the distribution list, preparing the administrative documents
- Any other duties related to the nature of job and context as requested by line manager.

Experience and technical competencies

- Bachelor or equivalent professional qualification
- Minimum 1 year of relevant work experience in similar role.
- Experience in administrative tasks.
- Excellent computer skills, especially Excel and databases.
- Sufficient knowledge of English and Myanmar languages, both written and verbal.
- Other local languages are considered as 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 including 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, in English, no later than **26th June 2025**. CV only applications will not be considered.

Applications can be submitted to:

- mmr-recruitment-rakhine@drc.ngo
- DRC Sittwe Office: Block No.42, Land No.43B, 45B, North San Pya Ward, Pyi Thaw Thar Quarter, Sittwe, Rakhine.

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