

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 (Camp Based), Rakhine State
Report to	Camp Coordination Camp Management Team Leader

Overall purpose of the role:

The main responsibility of this position is to work as a DRC's CCCM focal point in the assigned camp and assist the Field Operations team, led by the Field Operations Team Leader, and Field Operations Officer, in working with communities of Internally Displaced Persons (IDPs) in designated camps in Sittwe. Primary responsibilities will be overseeing community-based activities for building relationships and trust building, data collection, service monitoring, and field-level coordination of humanitarian assistance and distributions in Say Thamar Gyi camp. The Camp Management Assistant reports to the CCCM Field Operations Officer and CCCM Field Operation Team Leader and is responsible for supporting the efficient implementation of DRC's CCCM activities designated camps in Sittwe. He/she works in close cooperation with other field staff for the planning of activities and is expected to maintain close cooperation with the targeted communities in the target camps and to be able to mobilize these to take an active part in the planning of activities.

Responsibilities:

- Overseeing the day-to-day activities of Incentive Workers (IW) (Community Mobilizer, Animator, CFM Focal Point and Caretakers.
- Support in establishing and maintaining relationships with community representatives, camp level stakeholders, and other humanitarian agencies in the camp.
- Support daily CCCM activities including updating HH data, distribution of NFI kits and others community participation and engagement activities in line with agreed CCCM cluster formats and methodologies.
- Conduct regular assessments of access to services, gap identification in IDP camps and submit timely updates to line manager.
- Conduct the monthly meeting with inclusive community groups and lead the meeting with CMCs conducted at camp level.
- Support the team leader in carrying out or supporting relevant Camp Committees to carry out public awareness-raising and sensitization activities.
- Maintain the offices' materials and items and make a proper record of the damaged items and report to the line manager on the gaps.
- Update the monthly stock and submit the report to line manager compiling all the materials and items list
- Support other activities of DRC project teams based on their requests in the respective camps.
- Conduct capacity building training for the IW and IDPs and support the CCCM activities.
- Attending the informal meeting as required, produce the periodic reports.

- Support in responding of emergencies based on the needs and support the distributions/ assessment in other camps based on the necessity
- Lead the community engagement activities at assigned camps. Support the CCCM team in the provision of capacity building training for the IDPs and the IW.
- Perform any other relevant tasks as requested by the Team Leaders or Officers.

Experience and technical competencies

- Bachelor or equivalent professional qualification (High School passed)
- Minimum 1- 2 years of relevant work experience.
- Experience in administrative tasks
- Excellent Communication and Coordination skills
- Experience with following standard procedures and guidelines
- Basic knowledge in English
- 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. **This position requires the candidate who can work in Sittwe Camp based.**

Application and CV

Interested? Please send your application, in English, no later than **20th May 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)