

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

Protection Assistant (2) Posts

Duty Station	Sittwe office, Rakhine State
Report to	Protection Team Leader

Overall purpose of the role:

The Protection Assistant is a key member of DRC's Protection team, working under the direct supervision and guidance of the Protection Team Leader. This role is based in Sittwe Township, with daily visits to assigned project locations.

The Protection Assistant is responsible for delivering high-quality protection services and activities in the field, ensuring adherence to protection principles, confidentiality standards, and DRC's policies. The role also involves maintaining positive relationships with person of concern, community members, relevant stakeholders, and humanitarian actors at the local level to enhance protection efforts and coordination.

Responsibilities:

- Conduct daily visits to assigned project locations and mobilize community members to participate in daily activities, including awareness raising and information dissemination sessions
- Carry out protection monitoring activities (such as KII, FGD, DO etc) to collect information through different modalities in line with changing circumstance as requested in weekly and monthly work plan
- Report protection incidents and information to line manager daily basis
- Collect protection incidents reported by Protection Focal Points in assigned locations and report PIMs in coordination with protection monitoring officer
- Verify the information through different channels following protection principles and protection monitoring principles.
- Keep all of reports, trackers and case management documents/ data confidentially in line with DRC case management SoP, guidelines and principles.
- Support in conducting detailed information assessments and/ or verifying protection incidents adhering protection principles
- Support and supervise incentive workers from assigned locations related to daily project implementations (as well as supporting line manager with recruitment and replacement of IWs where have gaps)
- Conduct needs assessment of identified cases and concerns, developing case plans, implement plan, follow up and review the case and do case closure with the technical support of Protection Officer-Case Management.

- Assist Protection Officer (case management) with identifying and supporting cash for protection assistance in line with guidelines and SOPs.
- Be responsible for timely referrals to respective service providers and follow-up access to services by beneficiaries.
- Mobilize community members to participate in daily activities, including awareness raising sessions, information dissemination sessions and community-based protection activities.
- Conduct awareness raising sessions and information dissemination sessions with community members at field level
- Support protection officer and protection team leader related with organizing capacity building training and meetings with community members,
- Support protection officer and protection team leader with implementation of community-based protection (CBP) activities, development and implementations of community action plans (CAPs)
- Actively participate in weekly/ monthly team meetings and other camp level meetings assigned by line manager
- Ensure the safety and confidentiality of the information collected in accordance with the DRC Code of Conduct and instructions from the supervisor.
- Any other duties related to the nature of job and context as requested by line manager.

Experience and technical competencies

- Bachelor's degree or Diploma or equivalent professional qualification.
- Training certificates related to protection, protection monitoring, protection basic principles and guidelines, child protection, human rights and IHL etc.
- Minimum 1 year of relevant work experience in the context of local or international NGOs.
- Experience in working with vulnerable communities.
- Excellent facilitation and reporting skills.
- Experience working both independently and as part of a team.
- Excellent knowledge of protection and human rights .
- Excellent problem-solving skills and ability to use your own initiative.
- Good at analytical skills and ability to identify needs, risks, and vulnerabilities.
- 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 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 non-management.

Application and CV

Interested? Please send your application, in English, no later than **22nd July 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)