

## 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

### **Shelter and Settlement Assistant – 1 Post**

|                     |                                           |
|---------------------|-------------------------------------------|
| <b>Duty Station</b> | <b>Sittwe, Rakhine State</b>              |
| <b>Report to</b>    | <b>Shelter and Settlement Team Leader</b> |

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

The Shelter Assistant works as part of DRC's Shelter Team under the overall guidance of the Shelter Manager. The position is based in Sittwe with frequent travel to assigned and accessible field locations. The Shelter Assistant supports the effective implementation of shelter assistance activities in Rakhine State, including shelter awareness sessions, technical skills training, construction and rehabilitation works, and cash-based shelter programming. The role involves close coordination with Incentive Workers (IWs), community leaders, and IDP communities to ensure timely, accountable, and quality service delivery. The Shelter Assistant also supports community engagement, identifies vulnerable households, assists in assessments, monitoring, and reporting, and ensures that shelter activities are implemented safely and in line with DRC standards.

#### **Responsibilities:**

- Supervise incentive workers 's daily workplan and follow up.
- Develop Engineering drawings, BoQs, technical specifications, and related documentation.
- Ensure quality control of the materials is carried out in accordance with the material specifications.
- Assist officers to the work of shelter reconstruction, shelter rehabilitation, shelter cash assistance, basic carpentry training to get good quality and aligned with the standard design.
- Lead in conducting shelter assessment and data collection using KOBO tools.
- Submit daily report and weekly progress to hierarchical superiors for shelter construction and rehabilitation activities by using the phone (send the photos by Viber or Skype).
- Conduct and/or support on other duties as assigned by the Shelter Officer and Shelter Team Leader.
- Conduct regular monitoring related to all the shelter activities collaborate with CCCM, MEAL under the supervision of line manager.
- Support to line manager for the daily, weekly workplan for team members and IWs.
- Conduct regularly measure the IWs and Team Member to apply guiding principles in their work and establish a helping relationship.
- Provide training and awareness sessions for incentive workers, contractors and related communities.
- Translate local language into community meetings and focus group discussions for Shelter project implementation.
- Provide support with translation of program related documents and interpretation during meetings, training, and other relevant activities when needed.
- Lead and participate in distribution of shelter kits, and other NFI kits to be effective for communities.

- Lead conducting the required assessment by DRC Sittwe staff.
- Lead in identification of people with specific needs by Washington group of criteria for the implemented shelters if needed.
- Carries out other tasks assigned by hierarchical superiors.
- Coordinate with CMC, CCCM- field staff and incentive workers.
- Participate in inter-agency meetings at the field level to obtain and share information.
- Regularly contact Sittwe DRC staff and provide regular information to colleagues.
- Report to DRC Sittwe staff if complaints are received from IDPs regarding shelter implementation.
- Draft PR and RO documents for the procurement of activities related in-kind and materials.
- Participate and facilitate recruitment, selection and monitoring DRC incentive workers in IDP camps and conflict-affected villages.
- Provide work plan to logistics to ensure travel arrangements are made in advance.
- Ensure safety and confidentiality of the collected information in accordance with DRC Code of Conduct and instructions from supervisor.

#### **Required experience and technical competencies**

- At least one years' experience in construction field at the camp level.
- Education: BE (CIVIL)
- At least one years' experience in construction field at the camp level.
- Can develop the shelter/ infrastructure drawing & BoQs.
- Can use the outlook, teams, Microsoft word, Excel, Sketch-up, Auto-CAD.
- Good communication skills.
- Must have good photography skills.
- Be responsible, organized and respectful.
- Not be undertaking any other role, task or activity which would inhibit them from being able to support DRC activities as outlined above.
- Basic proficiency in English.

#### **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.

#### **Condition**

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. The position is placed in Employment Band I- non management. Only applicants who can work and be based in Sittwe, Rakhine State, are eligible for this position.

#### **Application and CV**

Interested? Please send your application, in English, no later than **22 Oct 2026**.

CV only applications will not be considered. Applications can be submitted to:

- [mmr-recruitment-rakhine@drc.ngo](mailto: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)**