



Vacancy Announcement
NRC MM 2025/ VA N0-008
Norwegian Refugee Council, Myanmar

NRC Myanmar is now seeking a national candidate for “**ICLA Officers**” in the Sittwe (Camp based), Rakhine Area. Please refer to the following for more and details.

About position

- ICLA Officer
- Number of Position: 2 Posts
- Based in: Sittwe (Camp based)
- Report to: ICLA Team Leader
- Grade 5 in NRC’s Salary Scale (Annual 13th months’ salary, NRC MM Health Insurance Package, Leave entitlements etc.) with accompanying terms and conditions.
- Fixed-term national contract.

Responsibilities

1. Collect, verify, and analyze information in order to identify protection risks encountered by IDPs and other affected populations.
2. Be responsible for the drafting of protection incident monitoring reports and following up with their submission through the PIMS (Protection Incident Monitoring System) platform.
3. Ensure accuracy of all data entered for the project activities.
4. Be responsible for organizing and delivery of tasks in line with established procedures, agreed priorities, international standards, and relevant guiding principles.
5. Develop and maintain knowledge of ICLA-related challenges facing beneficiaries and legal analysis skills, in order to be most effective in supporting the ICLA team and beneficiaries.
6. Prepare and develop status reports and protection reports as required by management.
7. Ensure proper filing of documents.
8. Ensure that protection incident monitoring services are accessible to target beneficiaries most in need, and explore and assess new and better ways to assist.
9. Promote and share ideas for technical improvement.
Please review the details about the job description at this [link](#).

Qualifications

- Academic background in Law, Social Sciences or related fields.
- Minimum of 2 to 4 years’ relevant work experience.
- Experience in delivering information sessions, case management, needs assessments and training activities.
- Experience from working directly with affected/local communities within an international or local organization in a humanitarian/recovery context.
- Previous experience from working in complex and volatile contexts.
- Ability to analyse and integrate information from a wide range of sources.
- Mastery of IT tools (MS Office package, internet, e-mail, etc.).
- Sufficient knowledge of English and Myanmar languages, both written and verbal.



Important information about the application process

- **Internal candidates:** - log in with your **official NRC email address** or click on **Opportunity Marketplace**.
- **This position is open to Burmese Nationals candidates only.**
- When creating your profile, include your full name as per your passport.
- **Apply by completing all the system-required fields** of your experience, employment history, and education including the contact details of two referees' persons in your application.
- Ensure to **attach your latest CV**.
- Submit your application and CV **in English**.
- Don't meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. NRC is dedicated to building a diverse and inclusive workplace, so if you're excited about this role and you meet most, but not all the requirements, we encourage you to apply anyway.
- Applications that do not meet the minimum standards in terms of experience or qualifications will generally not be considered.
- **Unsolicited applications not related to this specific job advertisement will not be considered.**
- Only shortlisted candidates will be contacted. We receive many applicants for each vacant position. Unfortunately, we do not have the resources to give detailed feedback to applicants who have not been shortlisted.
- Interested individuals are requested to apply through the provided links before **12th February 2025, 5:00 PM** Myanmar Time as internal and external candidates.

Links to VA for the application:

[View the internal job posting](#)

[View the external job posting](#)

Please contact speak up email speakup@nrc.no to report to NRC if the applicant experiences any wrongdoing during recruitment.

"In the selection of its staff NRC is committed to gender balance and diversity without distinction as to race, sex, religion, HIV/ AIDS status and without discrimination of persons with disabilities: Qualified women candidates are strongly encourag