VACANCY ANNOUNCEMENT
(VA – 002/2024)

CFSI is a humanitarian organization committed to peace and social development, with a particular interest in the psychosocial dimension. Its mission is to protect and promote human security—specifically the lives, well-being, and dignity of people uprooted by persecution, armed conflict, disaster, and other exceptionally difficult circumstances.

CFSI in Myanmar seeks qualified, experienced applicants with diverse backgrounds to work in Rakhine State particularly in Maungdaw, Buthidaung, and Rathedaung Townships, and with duty stations in Maungdaw and Buthidaung.

| Project Assistant (SASA Programme) | 1 post |

SUBMISSION OF APPLICATIONS

Interested applicants should send their application to cfsi-myanmar@cfsi.ph or the following google link with the subject line CFSI Screening Committee - (Position Title). Example: CFSI Screening Committee-Monitoring and Evaluation Assistant. The Screening Committee will only contact short-listed candidates. In your submission, include the following documents:

(1) Letter of interest addressed to the “Screening Committee”
(2) Updated curriculum vitae
(3) Names and contact details of three professional references

CFSI highly values diversity, is an equal opportunity employer, and welcomes into the Organization those who are committed to human rights, subscribe to humanitarian principles, and meet the requirements of specific posts. Employment is offered without regard to race, color, religion, gender, age, (dis)ability, sexual orientation, or marital status. Committed to being a learning organization, CFSI invests in the further development of its human resources, including contributions towards higher education.

CFSI is committed to preventing any type of unwanted behavior at work, including sexual exploitation and abuse, lack of integrity, and financial misconduct. CFSI has adopted a zero-tolerance approach to sexual exploitation, abuse, and harassment. Rigorous background and reference checks are undertaken for all short-listed candidates.

How to apply and send an application

Click on the following link using email:

1) For Project Assistant (SASA Program) position: https://forms.gle/b4SUzR4Vc21hTsAt5

Incomplete application will not be considered for selection.

Qualified females are strongly encouraged to apply.

Deadline of Submission: 19 March 2024
Position Description

Position: Project Assistant (SASA Programme)
Reports to: GSMIP Project Coordinator
Duty Station: Maungdaw, Rakhine State
Project Classification: Gender Based Violence, Sexual and Reproductive Health Rights, and Mental Health and Psychosocial Integrated Project (GSMIP)

Under the guidance and supervision of the GSMIP Project Coordinator, the Project Assistant (PA) will provide overall implementation of Start, Aware, Support, Action (SASA) Together Programme such as providing training to local activists and community leaders; follow up on SASA Together activities; supporting SASA Together staff to create the strategy work plans; and planning and organizing meeting with Team Members. The Project Assistant will ensure that activity implementation does no harm, is culturally-sensitive, and consistent with the policies, procedures and practices on humanitarian assistance and social development adopted by CFSI and its funding partner, the United Nations Population Fund (UNFPA).

Responsibilities:

1. Work with community activists, community leaders and institutional allies to engage as many community members as possible to encourage reflection on power, violence against women and activism.
2. Conduct the SASA Together trainings with community activists, community leaders and institutional allies.
3. Initiate SASA Together activities in support for staff, specifically practice sessions and exercises.
4. Facilitate skills enhancement activities for local activists, community leaders and institutional allies in providing referrals and basic SRH/GBV response.
5. Organize monthly meetings with community activists, community leaders and institutional allies to share and practice learning activities.
6. Work closely with, and provide relevant reports to GSMIP Project Coordinator.
7. Prepare a Monthly Plan, Activity Reports and Weekly Schedule of Activities.
8. Participate in meetings and other capacity enhancement activities for CFSI staff.
9. Proactively contributes to the overall implementation of the project.

Qualifications:

- Bachelor’s degree or equivalent in social science, health science, public administration, community development, or related field;
- Minimum of three years’ experience in implementing projects, writing proposals, community organizing and as health service provider or community facilitators
- Excellent interpersonal skills, strong organizing skills, good English language and writing skills
- Knowledgeable about Rakhine State’s environment and its current dynamics;
- Proactive and rigorous approach to problem solving and professional responsibilities; Demonstrated ability to work independently as well as cooperatively in a team;
- Highly organized, efficient, reliable, supportive, and flexible in a high stress, multi-task environment;
- Proficient with personal computers and appropriate software including, but not limited to, Microsoft Word, Excel and PowerPoint. Knowledge in Microsoft Outlook, Access and Project is a plus