



VACANCY ANNOUNCEMENT (Tdh-020-2024)

Position:	Project Assistant
No. of position:	(3) positions
Project:	Nutrition
Location:	Based in Yangon (Shwe Pyi Thar and Dala Township)
Supervisor:	Project Officer
Direct Reports:	Community Mobilizer
Duration:	5 months (Possible extension based on fund available)
Field Ratio:	75%
Office Ratio:	25%

Terre des hommes (Tdh) is the leading Swiss organization for children's aid. Since 1960, Tdh has helped build a better future for deprived children and their communities, making an impact with innovative and sustainable solutions. Active in almost 40 countries, Tdh works with local and international partners to develop and implement field projects which improve the daily lives of over four million children and members of their communities, in the domains of health, protection, and humanitarian aid.

For more detailed information, please visit our website at:

<https://www.tdh.ch/en/our-interventions/myanmar>

Job description, duties and responsibilities

Overall role:

Under the direct supervision of the Project Officer, he/ she is responsible for supporting the implementation of activities for improving the nutritional outcomes of children under five years, pregnant women, and lactating mothers (PLWs) in Shwe Pyi Thar and Dala Townships.

Specific Responsibilities

1. Project Implementation

- Technical support and supervise community mobilizers (CMs) for providing distribution for blanket. supplementary feeding program for children U5 and PLWs together with Mother Support Groups (MSGs) and community volunteers.
- Help assist and/or facilitate to refer SAM cases for appropriate therapeutic care to Tdh's mobile health team for OTP services and to other hospitals for ITP services.
- Assist and facilitate to follow up on supplementary feeding support to ensure as per IMAM guidelines.
- Develop monthly distribution plan for provision of WSB+/WSB++ to U5 children and PLWs at specific food distribution points and during community-based outreach visits and/or at health facilities together with Project Officer, CMs.
- Assist and facilitate to conduct bi-weekly monitoring and follow up visits to beneficiaries to track progress and adherence to supplementary feeding protocols.
- Organize and facilitate community-based awareness raising & counselling sessions on MNCH, IYCF, IMAM and hygiene best practices, and cooking demonstration sessions in collaboration with CMs and MSGs.
- Work closely with other Health and WASH teams, and to help assist each other as necessary.

- Develop monthly workplan for field level implementation activities together with Project Officer, Senior CM and CMs.
- Technical support and supervision on field level activities undertaken by Community Mobilizers.
- Establish and maintain community feedback/complaint mechanisms and share/report the issues to line supervisor and resolve the issues altogether.
- Build and maintain strong partnership with Mother support groups, Community volunteers, and other local actors to respond to health & nutritional needs of pregnant women and children under 5 years.
- Support and facilitate monthly planning and coordination meeting with community mobilizers, Mother Support Groups & volunteers.
- Assist Project Officer in preparation of monthly progress report and others like data entry, data processing and data analysis
- Any other tasks assigned by supervisor.

2. Developing, Implementing and Evaluation Trainings

- Help assist in conducting the capacity development training for staff, Community Mobilizers, volunteers, and MSGs.
- Participate in the training activities and preparation of training report, including evaluation of the trainings.
- Prepare power-points and IEC materials as necessary adapting to suit the local context.

3. Finance Management

- Assist in drawing up monthly estimates for project expenditure with Project Officer.
- Assist in examine budget vs actual reports on a monthly basis in order to monitor expenses in good time and guide future spending and allocations in field of activity.

4. Reporting

- Submit reports for monthly activities, training, assessments, surveys, field trip to Project Officer.

5. Communication, Coordination and Supporting as Liaison

- Maintain good relationship with respective health programme teams and other key stakeholders including INGOs/NGOs/CBOs.
- Work closely with Finance, Admin and Logistics Department for smooth operation and processing of project implementing activities.
- To support the Project Officer to effectively liaise all monitoring visit by Senior Staffs or Donors.

4. Values

- In his/her professional activities, adhere to the values of Tdh: commitment, ambition, respect, and courage.

5. Abuse Prevention Policy (CPP) - Operational Risk Management

- Comply with Global Code of Conduct and Child Safeguarding Policy of Tdh-L.
- Report any breach observed in the framework of this policy during his/her professional activities both as regards the proven or suspected offence and a preventive breach.
- To commit to other Risk Management Policies including Safety and Security Plan, and Anti-Fraud and Whistle blowing policy.
- To commit to ensure the best implementation possible of the Terre des hommes-Lausanne risk management policies in Myanmar.



- To commit to inform CR and to deal with any cases, allegations, or possibility of transgression, even potential, of the Tdh Risk Management Policies.

6. Others

- Undertake such additional tasks as required, especially when urgent action is required to respond to emergencies or requests from delegation level, or regional or HQ.
- Respect and implement this job description which may be amended by consent of Country Representative or respective programme manager in order to reflect and correspond to future changes and development in the Tdh-L country programme.

Qualifications and Experience:

- Any bachelor's degree, preferably in public health or social science
- At least 2 years experiences of working in INGOs/NGOs especially in Maternal, Newborn, Child Health and Nutrition
- Sound knowledge of primary health care including maternal, newborn, child health & nutrition
- Experience in training matters, developing training design and tools/manuals
- Preferably, experience in dealing with mobile migrant population and its matters
- Strong communication and analytical skills
- Competent in report writing and presentation skills
- Competent in English and Myanmar language (both written and spoken)
- Competent in Microsoft Word, Excel, and PowerPoint
- Ability and flexibility to travel short visits to other project areas as necessary

Tdh-L is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender.

How to Apply and Submission of Expression of Interest: Please send: (1) a cover letter indicating your motivation **AND** salary expectation: (2) a current resume (CV) with contact information of **three** professional references (your two former work supervisors and one of HR Manager) to Human Resources Department through <https://ee-eu.kobotoolbox.org/single/UtknoDqS> no later than **by 5:00 pm on Monday April 29, 2024**. Only shortlisted candidates will be contacted.