



VACANCY ANNOUNCEMENT (Tdh-019-2024)

Position:	Project Officer
No. of position:	(1) position
Project:	Nutrition
Location:	Based in Yangon (Shwe Pyi Thar and Dala Township)
Supervisor:	Project Manager
Direct reports:	Project Assistant
Duration:	5 months (Possible extension based on fund available)
Field Ratio:	65%
Office Ratio:	35%

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 Manager, he/ she is responsible for leading and managing the field level implementation of Maternal, Child Health & Nutrition Programme and related activities that are going to implement in Shwe Pyi Thar township.

Specific Responsibilities

1. Project Implementation

- Responsible for driving the project team and delivering quality programme implementation and achieving expected outputs & outcomes
- Organize and facilitate capacity development trainings for mother support group members, community mobilizers, volunteers, and project staff in respective and thematic areas
- Participate and support in development of training guidelines, tools/manuals and IEC materials in coordination with project manager, technical specialist and team members
- Collaborate and cooperate with other health programme teams for the identification of eligible beneficiaries especially pregnant women and children under 5 years in targeted areas
- Undertake regular reviewing, tracking, and updating monthly programme participants information for the food assistance together with MEAL officer
- Prepare and update monthly programme participant lists together with assistance of MEAL Officer and Project Assistant

- Develop a follow-up visits plan to undertake regular supportive monitoring to the programme participants/beneficiaries with assistance of Project Assistant and MEAL Officer
- Develop monthly workplan and lead for field level implementation activities together with Project Assistant and Community Mobilizers
- Supportive monitor and supervise on planning, organizing, and delivering monthly SBCC, Nutrition education and cooking demonstration services to programme participants/beneficiaries undertaken by community mobilizers together with project assistant and MEAL officer
- Technical support to project assistants and community mobilizers on community structure strengthening and field level implementation
- Ensure to promote and enhance community participation and engagement in the programme
- Establish and maintain effective and efficient community's complaint and feedback response mechanism
- Build and maintain strong partnership with Mother support groups, volunteers, and other local actors to respond to health & nutritional needs of pregnant women and children under 5 years
- Organize and facilitate monthly planning and coordination meeting with community mobilizers, Mother Support Groups, volunteers, and other key stakeholders
- Assist Project Manager in preparation of monthly progress reports to Donors and others like data entry, data processing, data analysis and presentation together with MEAL officer
- Contributes to the development and implementation of innovations in his/her specialty and contributes closely to their dissemination to teams and other colleagues
- Any other tasks assigned by supervisor.

2. Finance Management

- Prepare monthly financial plan according to planned programme activities for a particular month
- Assist in drawing up monthly estimates for project expenditure with Project Manager
- 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
- Ensure effective budget management and administration of project finance

3. Reporting

- Prepare and submit reports for monthly activities, training, assessments, surveys, field trip to Project Manager.

4. 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 Manager to effectively liaise all monitoring visit by senior staffs or donors

5. Values

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

6. 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

7. 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 3 years experiences of working in INGOs/NGOs especially in maternal, child health and nutrition programme and/or other primary health care programmes
- Sound knowledge of social protection policy, primary health care including maternal, child health & nutrition
- At least 3 years-experience in community mobilization, facilitation and community development field of works and training
- Strong communication and analytical skills
- Competent in both English and Burmese
- 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/IFfWCYtd> no later than **by 5:00 pm on Monday April 29, 2024**. Only shortlisted candidates will be contacted.