

Save the Children is the world's leading independent organisation for children. It is a dual mandate organization and focuses on development and emergency response. We are currently working in 120 countries around the world touching the lives of 125 million children. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children has been working in Myanmar since 1995. Our programmes include Maternal and Child Health, Nutrition, HIV/AIDS, WASH, Education, Food Security and Livelihoods, Child Protection and Child Rights Governance and Humanitarian Responses in across the country.

Save the Children offers attractive salary including non-salary benefits which consists of paid medical benefits, various leave benefits, accident insurance, severance and other allowances.

We are currently inviting motivated and talented individuals to apply for **Project Officer (Child Protection)** position based in **Taunggyi, Shan State**. Please see the following detailed information.

SAVE THE CHILDREN INTERNATIONAL
VACANCY ANNOUNCEMENT
(FOR MYANMAR NATIONAL ONLY)
ROLE PROFILE

TITLE: Project Officer (Child Protection)	
TEAM/PROGRAMME: Child Protection/ Programme Implementation	LOCATION: Taunggyi, Shan State
Number of Position: 1 GRADE: NAT 4	CONTRACT LENGTH: Fixed Term
<p>CHILD SAFEGUARDING</p> <p>Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the vetting process staff.</p>	
<p>ROLE PURPOSE</p> <p>The Child protection officer will be responsible for overseeing the implementation of the Child Protection in Emergencies (CPiE) activities in Southern Shan State, including case management, capacity development of partner staffs/frontline workers in child protection and mental health psychosocial support (MHPSS), Child Friendly Space (CFS). As a caseworker (Project Officer) the post holder will be responsible for carrying out activities that support the protection of children from violence, abuse, exploitation, and neglect through case management. The role of the CP Case Worker is to provide case management services in an appropriate, timely and systematic manner in accordance with the SOPs.</p> <p>The key objectives of the caseworker’s role is to:</p> <ul style="list-style-type: none"> • Ensure girls, boys and those children identifying as non – binary with complex needs, who have been harmed or at risk of being harmed are identified and receive case management support through following the case management process of registration assessment, action planning, direct service provision, referrals and follow up. • Documentation of the different steps in the process is essential. • Provide support to families to better care for and protect children. 	



- To work with other case management actors and service providers on safe referrals and management of caseload

SCOPE OF ROLE:

Reports to : Child Protection Coordinator/case supervisor

Staff reporting to this post: Nil

Budget Responsibilities : Nil

Role Dimensions : Interaction with local partners and communities; monitoring of project work; data collection; reporting; and capacity strengthening

Trevel : Frequent (over 10 days per month)

KEY AREAS OF ACCOUNTABILITY

Program Implementation and Quality:

- Case Management for children who have experienced or are at risk of violence, abuse, neglect and exploitation
- Support children and their families through the case management process (six steps: identification and registration, assessment, case planning, implementation of the case plan, follow-up and review, case closure).
- The caseworker will ensure quality case management services for girls, boys and those identifying as non-binary, children with complex needs, who have experienced or are at risk of violence, abuse, neglect and exploitation and/or meet the eligibility criteria defined in the SOPs.
- Provide psychosocial support to children and families as part of the case management process
- Make safe and gender sensitive referrals to services and link to community support as appropriate
- Follow-up to ensure that services and community support provided are responsive to the specific needs of girls / boys, identified at the assessment stage and contribute to the achievement of the goals of the case plan.
- Addressing the needs of children in specific, vulnerable groups.
- Provides assistance and information to children affected by conflict, on the move or trafficked, children in need of alternative care or children with disabilities
- Mapping of community level resources and services to support needs of girls and boys
- Assist Project Manager and Project Coordinator for maintaining program documents, case record in CPIMS+, and coordinating with all departments.
- Assist in producing resource materials, deliver training, make presentations and organising events/other activities to ensure that SCI develops and maintains sound monitoring, evaluation in case management services and MHPSS services in assigned areas.
- Ensure that respective committees, parents and community members are involved in participatory monitoring and evaluation process.
- In coordination with the project' partners, monitor and document the progress of project activities in geographic area/s of assignment.
- Assist in procurement of materials, supplies and maintenance of project equipment.
- Ensure staff are assisted and equipped to regularly monitor their work collecting quantitative and qualitative data for both process and impact.
- Any other duties and tasks assigned by the supervisor, including participation in emergency response interventions inside and outside of the duty area.
- Assist in other emergency responses.
- Preparation training /workshop checklist / developing agenda process / and relative function with supervisor and team members
- Prepare monthly quarterly report of program including operations report

- Attending regular catch up call that are organized by advisors together with case supervisor.

Community and Interagency Coordination

- Work with Community Social Workers (if available), volunteers and other key community members, service providers, government stakeholders and NGOs to identify and safely refer children at risk.
- Maintain an up-to-date service mapping for the township in which she or he works.
- Ensure that project related information is relayed to the Project Manager, Project Coordinator/ Case Supervisor.
- Contribute to the preparation of internal and external reporting.

Ensuring quality case management and monitoring

- Work in a way that respects the guiding principles defined in the SOPs
- Fill in and use case management forms appropriately and entry the case in CPiMS+ ; registration, assessment, case plan, implementation, case notes for home visits and case review, and case closure

Developing self and others (peers)

- Participate in regular case management meetings with other case workers and supervisors
- Prepare for and participate in regular structured individual supervision sessions with their supervisors, identifying challenges and areas for professional development.
- Actively engage in all capacity building opportunities, including formal trainings, shadowing/observation, case workers capacity assessments and skills identified in competency framework

Monitoring and Documentation:

- Collect project data as specified by the CP project's MEAL framework and send them regularly to the area MEAL coordinator and Thematic MEAL.
- Monitor and document the progress of project activities in geographic area/s of assignment with partner focal staff.
- Keep records of activities and report periodically on project progress, with recommendations, in a timely manner.
- Assist in documentation of process and impact of the program as needed.
- Participate and facilitate in coordination with project team actively in quarter learning and review meetings.
- Work collaboratively with other teams (Education and CRG) and partner organization to ensure the effective monitoring, evaluation and documentation of the project(s).
- Ensure the projects meet our accountability standards and that effective accountability systems are implemented.
- Organize and collate quantitative and qualitative documentation of project activities. Adhere to CP team formats for quality benchmark and quality check list tools.
- Assist Project Coordinator with periodic and other reporting.
- Regular visit to project sites to ensure the learnings are documented and shared with the partners.

Partnership Responsibility

- Promote capacity building of local partners through training opportunities within child protection programs and other related child protection sources.
- Assist Project Coordinator in supporting to partner staff to make sure budget planning and revising process and clear guidance to get realistic child protection work plan
- Assist Project Coordinator in setting up regular child protection coordination meetings with partners, keeping records of the action, and providing reporting feedback to partners.

- Regularly coordinate with the partner staff and provide clear guidance for partner implementation of child protection plan.
- Ensure field monitoring and supervision are supportive of partner implementation process.

Child Safeguarding

- Responsibility to create and promote an environment where the Child Safeguarding Policy is effectively implemented.
- Understand and fulfill their specific and additional responsibilities in achieving compliance of Save the Children's Child Safeguarding Policy standards.
- Develop and pilot practical day-to-day approaches to increase awareness, commitment and interest in child safeguarding amongst staff members.
- Plan to organize CSG awareness session / training must be completed in field implementation level
- All program activities must be ensuring safer programming practices to be in line accordance with safe programming guidance and principles
- Ensuring CSG risk assessment and mitigation plan must be in place in project implementation.
- Fully committed to ensuring the reporting process within 24 hours if happened the case.

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity
- Always acts in the best interests of children

QUALIFICATIONS

- University degree or equivalent experience
- Minimum of 3 years' experience in working with children with complex needs, particularly in case management.

EXPERIENCE AND SKILLS

- Ability to demonstrate understanding of child rights and child protection issues, including child development.
- Organizational skills and the ability to prioritize work

- Developed sense of empathy and ability to communicate effectively with empathetic understanding with children, young people and their families
- Able to communicate clearly and strategically with internal and external stakeholders for effective coordination and advocacy. This includes effective negotiation and representation skills.
- Active listening skills
- Critical thinking skills
- Problem solving skills.
- Basic Computer knowledge - Microsoft Word, Excel
- Previous work experience in community development or with an NGO (preferably in child protection)
- Desirable: Has worked as Community Social Worker for at least 2 years
- Demonstrated understanding of key considerations in working with children and particularly vulnerable children and families
- Experience in community mobilisation and conducting outreach activities (building trust and confidence with communities)
- Experience managing child protection cases in a sensitive and child friendly manner.
- Desirable: An active member of the community: leadership in the community; person trusted by children in his/her community; Strong connection with the community

Communication and Technical Skills

- Fluency English and Myanmar languages in reading and writing skills
- Proficiency in local language (both oral and writing)
- Excellent personal organisational skills, including time management, and ability to meet deadlines and work under pressure; and flexibility to changing needs

General:

- Ability to work collaboratively with colleagues across the organisation developing effective working relationships to deliver outstanding results for children
- Commitment to and understanding of Save the Children's aims, values and principles.
- Willingness and capability to comply with all relevant Save the Children policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies, including the Child Safeguarding Policy
- Ability and willingness to travel remote areas as assigned
- Commitment to child protection, sensitivity to confidentiality in working with children and families and commitment to child safeguarding.
- Builds and maintains effective relationships, with their team, colleagues, and external partners.
- Ability and willingness to be sensitive to cultural/religious/ethnic/special needs of children, young people and adults and gender needs.
- To be a role model for others within own community, leading by example in all aspects of personal and professional life in adherence with values, ethics and gender sensitivity.
- To have commitment to continue personal professional development.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All staff has an obligation and a responsibility to:

- Ensure they fully understand the provisions of the Child Safeguarding Policy, the Code of Conduct and Local/Country Procedures.
- Conduct themselves in accordance with the rules of the Child Safeguarding Policy, in their personal and professional lives – which includes reporting suspicions of child abuse.
- Ensure the way they are carrying out their work is not putting children at risk (or further risk) – this means constantly scrutinizing their work through a child safeguarding lens and talking to children about possible design/implementation “flaws”.
- Promote the message of child safeguarding to colleagues in other organizations and government ministries, children in their own and beneficiary families, and community members in general.
- Be vigilant about observing possible child abuse/harm in their personal and professional lives.

All managers have the above responsibilities as well as ensuring

- Their staff are doing the above.
- That child safeguarding is integrated and given a “voice” in all management processes including recruitment, induction, performance management, team meetings, annual planning processes, field level monitoring, etc.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

I Interested and qualified candidates are invited to apply an Application Letter and Curriculum Vitae to the link below:

[Click here To Apply](#)

Closing Date : 25-Apr 2024 (Thursday)

No more later than 5:30 PM

User Guide for Applicants at SCI >> [Click here](#)

Candidates are also requested to mention in the applications if there is, blood/marriage relationships with the existing Save the Children employees. No requirement of photo or copy of certificates and only short-listed candidates will be contacted.

Remark: For those who failed to mention or incorrectly mention the apply position title, Programme/Sector name and location in their applications, we will consider those as disqualify and we will not consider for short