

TERMS OF REFERENCE

Position	Project Assistant	No. of post : 6
Office	Salin & Magway Township	Reporting to: Project Officer
ToR approved by	Executive Director	ToR Approved on: 25/06/2025
Resuming duty:	ASAP	VA0252025

Due to the urgency, Positive Action may recruit the position before the deadline.

About Us:

Positive Action (PA) is a non-political, non-religious, non-business, non-discriminatory, and non-profit organization. Established in Myanmar in 2009, PA has been actively working in the Magway region, providing a range of services and support for people living with HIV and TB, as well as children, pregnant women, lactating women, and girls in need.

Our programs focus primarily on Livelihoods, Health (HIV, TB, MNCH), Nutrition, WASH, Child Protection, and Education across the region, with a strong commitment to strengthening local communities.

To implement **Increasing coverage and access to Nutrition services (CAN)** Project, PA is seeking motivated and committed individuals to apply for the positions of "**Project Assistant**." The positions will be based in Magway/Salin Township, with regular field travels to targeted villages in respective township.

Duties and responsibilities:

- ✓ Providing on-the-job training to community volunteers from project villages and maintaining continuous coordination with them to ensure smooth implementation and quality control of activities.
- ✓ Supervise and monitor community volunteers in measuring MUAC (Mid-Upper Arm Circumference) of children under five, pregnant and breast-feeding women and girls (PBWGs) from project villages to assess their nutritional status.
- ✓ Systematically registering and recording of beneficiaries data and other project activities related data.
- ✓ Regularly monitoring and follow up the progress status of all malnourished children and PBWGs.
- ✓ Supervise and monitor community volunteers in conducting awareness-raising sessions, especially related to nutrition, water, hygiene, sanitation, and personal hygiene, as well as providing individual IYCF counseling and group discussions.
- ✓ Organizing nutrition-related awareness activities during nutrition promotion campaigns.
- ✓ Systematically collecting feedback and suggestions from the community regarding project activities.
- ✓ Timely submission of relevant reports to the Project Officer, especially during urgent situations.
- ✓ Promptly reporting any special circumstances, challenges, or problems encountered during project implementation to the Project Officer.
- ✓ Participating in internal and external meetings or trainings as needed.
- ✓ Performing other duties assigned by the supervisor as needed.

Expected on-the-job personal behaviour

- ✓ Maintain good and open relationships with colleagues, partners and beneficiaries;
- ✓ Refrain from any discrimination based on gender, religion, social status, ethnicity or age, with colleagues as well as with any person from partners, beneficiaries and other stakeholders;
- ✓ Transfer communication and sharing knowledge with other team members;
- ✓ Maintain high standard of accuracy;

Positive Action

No.378, 6th Street, (B) Group, AungSayTaNaR Qtr, Magway Tsp, Magway Region, Myanmar,
Tel: +959429587756, positiveactionnmp@gmail.com



- ✓ Confident in using own initiative, prioritizing workload and meeting deadlines;
- ✓ Ability to work as part of a team and/or individually with minimum supervision;
- ✓ Flexibility and ability to adapt to change;
- ✓ Respect of confidentiality;
- ✓ The policies and rules established by Positive Action must be understood and followed.

Safeguarding Related Responsibilities

- ✓ Ensure that you, along with your team members and supervisees, are fully informed about PA's PSEA, Child Safeguarding policies, Code of Conduct, and other relevant procedures. It is essential that these guidelines are consistently understood and applied in all aspects of your work.

Requirements

- ✓ **Must be a Myanmar citizen;**
- ✓ Must have a university degree or equivalent relevant experience and qualifications;
- ✓ Experience working in nutrition related projects preferred;
- ✓ Must have at least one year of prior experience in conducting community-level project implementation with NGOs;
- ✓ Experience in measuring MUAC, height, and weight of under-five children and PBWGs preferred;
- ✓ Must have basic English reading and writing skills;
- ✓ Must have basic computer skills;
- ✓ Must be willing and able to frequently travel to project areas and work beyond office hours if necessary.
- ✓ Must be able to drive a motorcycle well and possess a valid driving license.
- ✓ Preference will be given to those who are familiar with the local context and geography of Magway and Salin Townships.

Other information

- ✓ The initial duration of the present agreement is 6 months, renewable;
- ✓ Deadline for application is the **9th of July 2025**;
- ✓ Please send application and CV with cover letter to positiveaction.hrrecruitment@gmail.com (or) PA office – No.378, 6th street, Aungsaytanar (B) Group, Magway.
- ✓ Please obtain and complete the Self-Declaration Form (regarding any past incidents of Sexual Exploitation, Abuse, or Child Abuse) and attach it to your email. You may use either the Burmese or English version of the form. Submitting one form is sufficient.
- ✓ https://drive.google.com/drive/folders/149dHvoYnd77vopHnNSFEr1bLN0yM0Xjk?usp=drive_link

Please **only** include “**VA0252025**” in the **subject** of the email.

Only successful applicants will be contacted. PA is an equal opportunity employer. We welcome and encourage applications from women, LGBTQI+, minorities and under-represented groups.

Our Commitment to Safeguarding

Positive Action is deeply committed to upholding the rights and dignity of children and vulnerable adults. In line with this commitment, PA implements comprehensive PSEA (Prevention from Sexual Exploitation and Abuse), Anti-Harassment, and Child Safeguarding policies. These policies ensure a **zero-tolerance approach to any form of sexual exploitation, abuse, or child abuse**. PA reserves the right to conduct thorough screening and background checks for all job applicants to maintain a safe environment for children and vulnerable groups. All staff members are obligated to adhere to the Child Safeguarding Policy, Code of Conduct, and local procedures, ensuring their work does not put children at risk. Additionally, managers are responsible for integrating safeguarding into all aspects of organizational management. By applying, applicants confirm their consent for PA to seek information from previous employers regarding any misconduct related to sexual exploitation, abuse, or child abuse.

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