

VACANCY- ANNOUNCEMENT

Department: **Programme**
Position: **Protection Officer**
No. of Post: **1**
Location: **Rakhine State**
Duration: **6 months with possible extension**
Expected Start Date: **As soon as possible**
Vacancy Posting Date: **25th June 2025**
Vacancy Closing Date: **09th July 2025**

Background on Acted

Founded in 1993, Acted is an independent international, private, non-partisan and non-profit organization that operates according to principles of strict neutrality, political and religious impartiality, and non-discrimination. Based in Paris, France, Acted now operates in 42 countries worldwide, with 400 international and 6000 national staffs. Acted has a 280 million budget for about 450 projects per year.

As the second largest French NGO, Acted has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. Acted undertakes programs that target the most vulnerable amongst those populations that have suffered from conflict, natural disaster, or socio-economic hardship. Acted's approach also looks beyond the immediate emergency towards opportunities for longer term reconstruction and sustainable development. For more information, please visit our website at <https://www.acted.org/en/countries/myanmar/>

Acted is currently looking for one qualified person to fill the position of **Protection Officer**.

JOB PURPOSE

Under the supervision of the Head of Program, the Protection Officer is tasked with ensuring the effective implementation of protection-focused activities within the project framework. The role involves a broad spectrum of responsibilities, including technical oversight, stakeholder engagement, and adherence to international standards. **Specific duties include:**

1. Protection Mainstreaming:

- Lead and coordinate activities related to Gender-Based Violence (GBV) prevention and response, CEDAW, PSEA, MHPSS, Child Protection, and Disability Inclusion.
- Ensure protection principles are integrated across all project activities and sectors.

2. Capacity Building:

- Design and deliver training sessions for Civil Society Organization (CSO) partners and community members, enhancing their capacity to address protection issues effectively.
- Provide technical guidance and mentoring to CSO partners to ensure compliance with best practices and protection standards.

3. Data Collection and Reporting:

- Oversee data collection processes, ensuring the accuracy and reliability of information gathered for monitoring and evaluation.

- Compile and manage 5Ws Data Reports (Who, What, Where, When, for Whom) to provide comprehensive insights into protection activities.

4. Implementation Oversight:

- Monitor and supervise field-level protection activities to ensure they align with project objectives and timelines.
- Provide regular feedback and recommendations to improve the quality and impact of protection interventions.

OVERVIEW OF THE ROLE:

- The Protection Officer is responsible for the day-to-day implementation of integrated protection program in Rakhine State. The Officer supports the strengthening of a community-based protection mechanisms, protection mainstreaming, protection monitoring and awareness raising. The officer through an integrated and stand-alone intervention, supports the implementation of child protection, PSEA, GBV, MHPSS and EORE activities in camps, displacements sites and host communities.
- The officer also ensures that program implementation considers inclusion of persons with disabilities. The position supports local CSOs' protection capacity building through training, coaching and joint implementation.
- The Officer will participate in the protection assessment, project design, monitoring and evaluation. The post holder is responsible to deliver results in line with pre-agreed program plans and objectives, oversees the implementation of activities related to Protection, liaises and coordinates with the other Protection sectors to ensure smooth referrals and timely and appropriate response to protection incidents. He/she must adhere to and upholds the Acted policies and procedures.

DUTIES AND RESPONSIBILITIES

- Supervise and provide leadership in the set-up, implementation and monitoring of Protection activities, ensuring that activities are implemented in an appropriate and timely manner.
- Implement protection mainstreaming activities in Rakhine state by closely working with the staff from WASH, NFI, SHELTER, MHPSS and GBV.
- Implement integrated and/or stand-alone protection sector activities.
- Provide training for and closely work with local Civil Society Organizations, community-based protection structures (e.g., protection focal points, volunteers, village/site leaders, camp leaders, etc.)
- Develop monthly and weekly project work plans and budget jointly with local CSOs/CBOs
- Provide technical and administrative support to local CSOs/CBOs to implement the monthly/weekly protection work plans.
- In close cooperation with the National Protection Coordinator and Program Coordinator, train local CSOs/CBOs.
- Protection Focal Points on Protection Principles, Protection mainstreaming, CP and GBV minimum standards, Referral pathways, data collection methods (FGD, KII etc.),
- Organizes weekly project team meeting to review project implementation, identify lessons, gaps and emerging needs and communicate this with the National Protection Coordinator on time.
- With the support of the National Protection Coordinator, organize regular training and awareness-raising on PSEA targeting local CSOs/CBOs, protection focal points, beneficiaries, and target population.
- Provide PFA support to individuals who require immediate protection support and refer them to appropriate service providers on time based on referral SoPs.

- Provides detailed, timely, adequate and disaggregated information/data regarding activities on a weekly basis to the National Protection Coordinator.
- Ensures that protection referral pathway is in place and updated and is widely communicated with the target population.
- Assists in developing training manuals and IEC materials.
- Ensures recognized international best practices & Acted policies are understood, upheld and promoted.
- Upon the request of the supervisor, represent the Protection program in external meetings.
- Regularly participate in the protection cluster and sub-cluster coordination platforms in Rakhine state.
- Maintain safe and secured protection data.

Reporting and documentation

- a) Ensure proper filing of attendance sheets and project documents.
- b) Follow up on all paperwork and reporting needed from the field
- c) Conduct phone calls and follow up with women on different matters.
- d) Collect case studies and success stories according to Acted guidelines.

Accountability to Communities and Beneficiaries

The Protection Officer is responsible for ensuring that all relations with the communities we work are conducted in a respectful and consultative manner. Due attention must be paid to ensuring that communities are adequately consulted and informed about Acted programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every Acted staff member.

Code of Conduct and PSEA and Security

- The Protection Officer is expected to uphold and promote the highest standards of ethical and professional conduct in accordance with Acted's Code of Conduct and the core humanitarian principles of humanity, neutrality, impartiality, and independence. The officer must adhere strictly to organizational policies on the prevention of sexual exploitation and abuse (PSEA), child safeguarding, and protection from all forms of abuse and harassment. Any behavior that contravenes these standards will result in disciplinary measures, including potential termination of the contract. The Officer is also responsible for promoting a safe and respectful environment for both staff and community members and for reporting any suspicions or incidents of misconduct through the appropriate channels.
- The Protection officer commits himself to follow all Acted's security guidelines and SO

TECHNICAL SKILLS

- Must be a bachelor degree holder
- Communicative English language skill
- Essential computer literacy (excel, word, office 365, MS outlook, etc)
- Having previous working experience with INGOs in Protection sector is preferred
- Effective communication skills
- Punctual and reliable
- Strong team skill
- Commitment to and understanding of Acted aims and values

SUBMISSION OF APPLICATION:

Applications shall be in **English** and include: i) a resume of not more than 3 pages; ii) a cover letter

expressing the motivation to work for this specific position; iii) a copy of the university degree; and iv) contact details of 3 references should be submitted to Acted Myanmar Office – No.16, Pyi Htuang Su Street, (North Sanpya) Pyi Taw Thar Qr, Sittwe

Email: recruitment.myanmar@acted.org

Applications should be title **“Your Name_Protection Officer – Rakhine”** and be submitted no later than **9th July 2025 (by 5:00 pm)**.

Only shortlisted candidates will be contacted.