



**CFN; Child Development Association** is a registered local non-governmental organization (NGO), operating as a non-sectarian and non-profit entity. Established in 2003 by national child protection specialists from leading international organizations-including Save the Children, World Vision, and the Burnet Institute-the association has since evolved into a fully institutionalized entity committed to policy compliance and best practices in professionalism. The organization's core workforce comprises highly qualified professionals, including postgraduate diploma holders in social work and development studies as well as specialists in child rights governance, child protection, social work education and rights-based approaches. This expert team ensures that CFN's interventions are grounded in evidence-based methodologies and aligned with international standards in child welfare and development.

We are currently inviting motivated and talented individuals to apply for **Project Assistant** Position based in Mandalay.

#### ROLE PROFILE

TITLE; Project Assistant	
<b>Number of Position</b>	: (6)
<b>Location</b>	: Mandalay
<b>Contract Length</b>	: Short Term Contract (Currently (6) Months)
<b>Child Safeguarding</b>	: <b>Level (3)</b> A basic criminal record background check is required
SCOPE OF ROLE	
<b>Supervision</b>	: Steering Committee (Policy) & Project Manager
<b>Report to</b>	: <b>Project Manager</b>
<b>Direct reports</b>	: Nil
<b>Financial Approval</b>	: No financial approval
<b>Field Ratio</b>	: 80%
<b>Office Ratio</b>	: 20%
<b>Closing Date</b>	: 29-May-2025
<b>Salary Range</b>	: <b>Salary roughly based on Competency</b>
<b>1 Specific Responsibilities</b> <ul style="list-style-type: none"> <li>• Project Implementation and Project cycle management.</li> <li>• Beneficiary verification through mass meetings and individual interviews.</li> <li>• Ensure beneficiary selection criteria are properly explained to the community during the</li> </ul>	

beneficiary identification.

- Responsible for inputting data into the database and producing beneficiary lists and distribution records for different activities.
- Support in conducting various types of assessments.
- Support the project team in the transportation of materials to the nearest place of the beneficiary.
- Be sure to inform the beneficiary in advance of the distribution.
- Support the project team in the implementation of MHPSS awareness raising and Child Friendly Space Activity.
- Under the supervision of the project coordinator, support the project team in the rental of the truck for transportation and distribution of various types of materials at project sites.
- Responsible for ensuring compliance with the code of conduct.
- Cross-check with the beneficiary list before distribution to make sure you are distributing to the right beneficiary.
- Prepare the monthly distribution plan by maintaining close collaboration with the project team under the supervision of the project coordinator.
- Regularly meet with the camp management committee and village elders and discuss
- Implement and maintain effective and efficient community's compliant/feedback and response mechanisms (CFRM) with the support of MEAL Focal Person.
- Assist to organize and facilitate CSO cross exchange & learning visits and donor visits
- 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 responsible line manager/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. Communication, Coordination and Supporting as Liaison**

- To excellent communication with strong interpersonal skills and able to deal with local communities
- To maintain good relationship with local key actors including volunteers, INGOs/NGOs/CBOs in project area

- To work closely with Finance and Procurement Team for smooth processing of project implementing activities
- To support the Project Coordinator to effectively liaise all monitoring visits by senior staffs or donors

#### **4. Reporting**

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

#### **5. Values**

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

#### **6. Abuse Prevention Policy (CPP) - Operational Risk Management**

- Comply with Code of Conduct and Child Safeguarding Policy of CFN
- 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 Fraud Policy.
- To commit to ensure the best implementation of CFN's risk management procedure.
- To commit to inform CR and to deal with any cases, allegations, or possibility of transgression, even potential, of the CFN's risk management procedure.

#### **7. Others**

- Undertake such additional tasks as may be required, especially when urgent action is required to respond to emergencies or to requests from main applicant, Funding Agency and Steering Committee/ Governance Body of CFN.
- Respect and implement this job description which may be amended by consent of main applicant in order to reflect and correspond to future changes and developments in the main applicant's country programme.

#### **Qualifications and Experience:**

- University Graduate in a related field.
- At least 2 years experiences of working in INGOs/NGOs especially in child protection and Emergency Response project Work.
- Sound knowledge of Child protection policy, Child Participation.
- Sound knowledge of data management, data verification/validation, data analysis and data presentation

- Experiences of working in humanitarian crisis setting and/or peri-urban areas
- Strong communication and analytical skills
- Strong interpersonal and organizational skills with the ability to assist staff and address conflicts as necessary
- Competent in both English and Burmese
- Competent in Microsoft Word, Excel, and Power Point
- Ability and flexibility to travel short visits to other project areas as necessary

#### **Zero Tolerance Policies**

- Fraud Policy
- Child Safeguarding Policy

#### **Safeguarding Our Staff**

The post holder is required to carry out the duties in accordant with the Anti-harassment policy and PSEAH policy of CFN.

**CFN is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender.**

**Applications in English:** Please send: (1) a cover letter indicating your motivation **AND** salary expectation (minimum and maximum); (2) a current resume (CV) with contact information of three professional references (your two former work supervisors and one of HR Manager) to the Staff Recruitment Board. Please indicate in the subject box the position you are applying for and send it to both [cfnhrteam@gmail.com](mailto:cfnhrteam@gmail.com) by 5:00 pm on 29-May-2025.

**Note:** Only short-listed candidates will be contacted for personal interviews, and PWD, LGBTQ, Youth & women candidates are strongly encouraged to apply for all positions.

#### **Organizational Information**

Contact Phone	- 09 757 794 860
E-Mail	- <a href="mailto:cfnhrteam@gmail.com">cfnhrteam@gmail.com</a>
Facebook Page	- CFN;Child Development Association