



**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 Coordinator** Position based in Mandalay.

#### ROLE PROFILE

TITLE; Project Coordinator	
<b>Number of Position</b>	: (2)
<b>Location</b>	: Mandalay
<b>Contract Length</b>	: Short Term Contract (Currently (6) Months)
<b>Child Safeguarding</b>	: Level (3) A basic criminal record background check is required
SCOPE OF ROLE	
<b>Supervision</b>	: Steering Committee (Policy) & Project Manager
<b>Report to</b>	: Project Manager
<b>Direct reports</b>	: Project Assistant
<b>Financial Approval</b>	: No financial approval
<b>Field Ratio</b>	: 80%
<b>Office Ratio</b>	: 20%
<b>Closing Date</b>	: 5-June-2025 (As Soon As Possible – Walk-in-Interview)
<b>Salary Range</b>	: Salary roughly based on Competency
<b>Specific Responsibilities</b>	
<b>1.Operation and Management</b>	
<ul style="list-style-type: none"> <li>Engaging and liaising with the Wards/ villages authorities concerned to seek permission of</li> </ul>	

carrying out in the project area the activities covered by the logical framework and submitting reports.

- Practicing and following the policies, manuals and procedure of CFN under the direction of the Steering Committee and Project Manager.
- Project Coordinator will be in-charge of field level implementation and will take responsibilities for assisting to PM regarding project cycle management and supporting the field staff in technical related matters. (Including Child Friendly Space Activities)
- Project Coordinator will ensure conducting project activities effectively in the community.
- Project Coordinator will support the field staff for their capacity development.
- Project Coordinator will assist to PM for preparation of activity completion reports, quarterly financial and narrative reports which have to be submitted to Donor Agency in timely manner.
- Project Coordinator will handle and facilitate the trainings and workshop to CSG, Volunteer and Child Representatives.
- Project Coordinator will assist to PM for developing routine work plan of the field staff and will support to project team in the aspect of M&E.
- Participate and support in development of training guidelines, tool/ manuals and IEC materials in coordination with consortium partners, project manager and team members.

## **2. Project Implementation and Project cycle management**

- Work under the supervision of the Project Manager to implement Project activities
- Coordinate with other stakeholders and consortium partner staff as necessary
- Implement and maintain effective and efficient community's compliant/feedback and response mechanisms (CFRM) with the support of Project Manager.
- Contributes to the development and implementation of innovations in his/her specialty and contributes closely to their dissemination to teams and other colleagues
- Reporting findings to the project manager and the Project Governance Body on the Community Mobilizer's performance and managing them as necessary.
- Reports related to him according to the processes to be carried out every month.
- To consider and implement cross-cutting issues in carrying out the activities included in the plan.
- In order to prevent risks that may occur in the implementation of the project and to plan and solve them if they occur, the risk management plan should be coordinated with the project manager.
- In carrying out processes, instead of making changes at will, connect with team work and notify

the project manager and then proceed with approval.

- Accepting people with different background conditions to work together and emphasize Group Dynamics.
- Any other tasks assigned by Governance Body of CFN and responsible line manager/supervisor

### **3. Developing, Implementing and Evaluating Trainings**

- Assist in developing training curriculum, agenda and tools for respective and thematic areas/topics
- Coordinate with training agencies/organization (as required) and assess the gaps/areas that project staff need to improve their capacity
- Assist and organize in facilitating the capacity development training especially for Community Mobilizer and CPG members and assist in preparing training report, including evaluation of the training
- Collecting, filling and filtering the required data according to the forms specified by the project and sending it to the project manager within the specified time.

### **3. Finance Management**

- Prepare monthly financial plan according of planned project activities for a particular month together with Project Manager and Community Mobilizer.
- Facilitate 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 fields of activity
- Assist in ensuring effective budget management and administration of project finance

### **4. Communication, Coordination and Supporting as Liaison**

- To excellent communication with strong interpersonal skills and able to deal with project teams, CSOs and local communities
- To maintain good relationship with local key actors including volunteers, and INGOs/NGOs/CSOs in project area
- To work closely with Finance Officer for smooth processing of project implementing activities
- To support the Project Manager to effectively liaise all monitoring visit by main applicant's staffs or donors
- According to the nature of the business, the project staff is also good. with the organization's officials and Good with Community Members. Stakeholders, Service Providers and Must be able

to negotiate with relevant Donor Agency staff.

**5. Reporting**

- Prepare and submitting reports for monthly activities, According to the procedures to be carried out monthly, reports and information about it should be written regularly and sent to the project manager on time.

**6. Values**

- In his/ her professional activities, adhere to the values system of CFN: commitment, ambition, respect and credibility.

**7. Abuse Prevention Policy (APP) – 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 Anti-Fraud and Whistle blowing 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 Risk Management Policies

**8. 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:**

- Any Bachelor's degree
- At least 5 years experiences of working in INGOs/NGOs especially in child protection.
- Sound knowledge of social protection policy, Child Protection and Case Management .
- Sound knowledge of data management, data verification/validation, data analysis and data presentation

- Experience of, and commitment to, working through partners and contributing to partnership strategies at large
- Experiences of capacity building and strengthening CSOs
- Experiences of working in humanitarian crisis setting and/or peri-urban areas
- Strong communication and analytical skills
- 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 5-June-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**

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Facebook Page	- CFN;Child Development Association