



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** based in Mandalay .

ROLE PROFILE

TITLE; Project Assistant (Grade-1)	
Number of Position	: (1)
Location	: Mandalay , Region
Contract Length	: The Calenda Year Based contract, reapply the position according to staff policy
Child Safeguarding	: Level (3) A basic criminal record background check is required
SCOPE OF ROLE	
Supervision	: Project Manager , Steering Committee
Report to	: Project Manager
Data reports	: Project Coordinator
Financial Approval	: No financial approval
Field Ratio	: 80%
Office Ratio	: 20%
Closing Date	: 12-July-2025 (As Soon As Possible_ Walk in Interview)

Specific Responsibilities

1. Operation and Management

- Project Assistant will closely work with the child, their families, key actors and other service providers in the community.
- The Project Assistant will take responsibilities for mobilizing and engaging with the communities, key actors, stakeholders, CBOs, CSOs and other institution to support protective environment for children has been established in the project targeted area and he/she will report directly to Project Manager.
- Develop reports of particular activities with analysis, suggestions and recommendations in line with formats.
- Project Assistants will handle and facilitate the workshop, awareness, training and awareness according to work plan with Project Manager.

2. Project Implementation and Project cycle management

- 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
- Any other tasks assigned by responsible line manager/supervisor
- Studying and learning the technology obtained by attending capacity building courses related to the project without fail. To use knowledge effectively in planning processes
- Capacity building of CPGs in the project area under his/her responsibility; To carry out campaigns
- Enhance the capacity of children's groups according to his responsibility; To carry out programs such as long-term sustainability
- To carry out the effective success of their Service Mapping process and Case Support processes by connecting the Service Providers in their respective townships in appropriate ways.
- To consider and implement cross-cutting issues while carrying out the activities included in the plan.
- To plan and coordinate with the project manager for risk management in order to prevent risks that may occur in the implementation of the project and to deal with them if they occur.
- Accepting people with different background conditions to work together and emphasize Group Dynamics.
- To collect the data needed in the project and coordinate with the Project Coordinator to process the obtained data.
- Any other tasks assigned by Governance Body of CFN and responsible line manager/supervisor

3. Developing, Implementing and Evaluating Trainings

- Check, Re Check, Counter Check regularly to ensure that there are no errors in the implementation of the work plans defined by the project.
- To inform the project manager of the update situation occurring in the project area in a timely manner
- Facilitate and assist in competency assessment of individual CPG members, CR and Service Provider .
- Prepare power-points and IEC materials as necessary adapting to suit the local context

4. 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

5. 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 Logistic Department for smooth processing of project implementing activities
- To support the Project Manager to effectively liaise all monitoring visits by senior staffs or donors

6. Reporting

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

7. Values

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

8. 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.

9. 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 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 (2) years experiences of working in INGOs/NGOs especially in child protection.
- Sound knowledge of social protection policy and child protection
- Experiences of capacity building and strengthening CSOs
- 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
- Competent in Microsoft Word, Excel, and Power Point

Zero Tolerance Policies

- Fraud Policy
- Child Safeguarding Policy
- PSEAH 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 cfnhrteam@gmail.com by 5:00 pm on **12-July-2025**.

Remark - Need to express your minimum and maximum expected salary for this position. Only shortlisted candidates will be contacted.

Organizational Information

Contact Phone - 09 757 794 860

E-Mail - cfnhrteam@gmail.com

Facebook Page - CFN; Child Development Association