Position: Social Work Officer (1 Position)
Project Title: Family Reintegration
Duty Station: Yangon

Tdh Foundation Lausanne (Tdh-L) is an international children’s organization with its headquarters in Lausanne, Switzerland.

Overall Role

This position will work under the management of the Social Work Supervisor to implement the child protection / social work programme of family reintegration, alternative care and child protection for vulnerable children and, their families and communities. This involves working in close partnership with staff from the Department of Social Welfare (DSW), community leaders, Voluntary Social Workers, Probation Officers, Case Managers, Local Authorities and such other persons, agencies or authorities who can positively assist the wellbeing of children and families.

The Social Work Officer will conduct themselves at all times in a manner that is participatory and respectful of children and families and ensure effective and efficient implementation of a case management approach, and the 7/8 Step module and to guide the process of family and community reintegration and protection in order to promote the rights and best interests of children.

Key Responsibilities:
Strategy and Policy
- Participate in developing and changing organizational strategies and policies by contributing thoughts through the Social Work Supervisor to the Project Manager for inclusion in SMT meetings.
- Participate in strategic planning sessions arranged by Country Representative, Project Manager, Country Programme Manager and Technical Advisor
- In cooperation and with support of the Social Work Supervisor, Project Manager, Country Programme Manager, Country Representative and Technical Advisor (as necessary) help build consensus, and document and advocate, on the best practices and recommendations with regard to strengthening family and community based care, community child protection and prevention of family breakdown according to specific focus of team.

Skills development
- Communicate training and development needs to Social Work Supervisor.
- Prepare for and participate in regular (monthly) individual support and supervision sessions provided by Social Work Supervisor, and in annual appraisal process.
- Attend training and capacity building activities as directed by Social Work Supervisor.
- Provide coaching and mentoring to DSW staff involved in reintegration project to develop their capacity for independent case management practice.
- Participate in and contribute to Tdh-L training programmes for Tdh-L staff, DSW, other partner personnel and project stakeholders under the guidance of the Project Manager, Country Programme Manager and the Country Representative.
- Contribute suggestions and inputs for design in developing IEC materials,
- Participate in and contribute to activities within the team and across the social work programme to share good practice; for example, case study presentations and team meetings.
- Participate in annual performance evaluation with Social Work Supervisor, Project Manager, Country Programme Manager and the Administrative and HR Manager.
Case Management

- Work under the guidance and technical advice of the Social Work Supervisor and Project Manager, together with the support of the Country Programme Manager and Technical Adviser, to implement the child protection / social work programme of family reintegration, alternative care and child protection for vulnerable children, their families and communities using a case management approach and in accordance with the 8 Step Model and agreed procedures.

- Work in partnership with staff from the Department of Social Welfare (DSW), Voluntary Social Workers, Probation Officers, Local Authorities and such other persons or authorities who can positively assist the wellbeing of children and families.

- Carry own caseload and accept appropriate allocation of cases by the Social Work Supervisor following DSW monthly caseload meetings and Tdh caseload meeting to ensure the appropriate and timely allocation of cases across the whole child protection / social work programme.

- Systematically assess all new child and family assessments for early identification of Child Protection issues, and having a Best Interests Case Discussion BEFORE planning for reintegration.

- Apply principles of good practice for child-focused reintegration, care and protection as well as implementing a holistic reintegration plan (vocational training, economic support and social support) for cases managed including strategies to prevent family breakdown / separation.

- Ensure case records in Myanmar (Case Management Forms 1-9) are up-to-date, complete and accurate and liaise with MEAL Manager/ Officer to ensure that the database reflects status and actions taken on cases.

- Support the review of cases, including case closure, by Social Work Supervisor, for example through coordinating meeting arrangements and flagging of key dates.

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- Enable access to case records to Social Work Supervisor and participate in monitoring for quality checks.

- Where necessary, and with the agreement of the Social Work Supervisor, seek additional support for managing cases from the Country Programme Manager and Technical Advisor.

- According to thematic focus of Team, carry out roles and responsibilities as noted below.

- Prepare for own monthly supervision meetings for case reviews and case closure, under management of Social Work Supervisor and Project Manager.

Project Cycle Management

- Follow Tdh PCM guidelines for the planning, implementation, monitoring and evaluation under the direction of the Social Work Supervisor, Project Manager, Country Programme Manager and Country Representative.

- Organize and participate in periodic observation and monitoring of co-joint Tdh and DSW fieldwork.

- Participate in information-sharing and review/planning meetings with DSW Training School Principals, DSW staff, partners, and communities as required by Team focus.

- When requested support the development of proposals, reports and evaluation through the provision of information and contribution of ideas.

- Support the MEL Manager/ Officer to prepare the monthly database update for the Tdh Case Management Database for purposes of monitoring, reporting and evaluation.

Budget Management

- Prepare monthly expenditure forecast for trip planning, reintegration and other project activity to the Social Work Supervisor for approval by the third of the following month to support the total monthly budget forecast.

- Provide all necessary documentation for social and economic reintegration support for cases and family in line with budget amount. If necessary, submit a justification request to Social Work Supervisor to increase budget and get approval from Project Manager and Finance Manager.
• Ssettle all advances according to procedures before the last day of the current month to Social Work Supervisor for necessary checking, verification and approvals.

Administration/Logistics and Recovery Services
• Follow Tdh Policies and Procedures (HR regulations, Procurement Guideline, Logistic Guidelines, Finance and Administration Rules and Regulations) and memos provided by senior management.
• Follow necessary procedures for procurement and services, making sure they are raised on time according to project needs.
• In coordination with Social Work Supervisor, prepare weekly vehicle movement plan and submit to Social Work Supervisor.
• Ensure smooth communications for any changes in vehicle movements with project and Admin team
• Coordinate with Administration Officer for matters (refreshments transport) related to training and events as requested by Social Work Supervisor in a timely manner.
• Support day to day operation and office management (payment of bills, procurement of office supplies, maintenance of motor cycle, etc.) in order to smooth collaborations between child protection / social work team and Admin and HR team.

External Communications and reporting
• Provide the MEAL Manager/Officer with a monthly update of the progress of project activities
• On regular basis support the MEAL Manager/Officer with the database update to the Tdh Case Management Database.
• Ensure requests for meetings, training events and field trips are communicated to the Project Manager and in a timely manner to get necessary approvals to support timely completion of project activities.
• Support the Social Work Supervisor and Project Manager in the preparation of timely reporting of government, 3W, donor and annual reports.

Representation, Networking
• Represent Tdh-L in networking and liaison meetings with Training Schools and other agencies and communities in a positive and constructive manner under the guidance of the Social Work Supervisor, Project Manager, Country Programme Manager and the Country Representative, as requested by Social Work Supervisor.
• To participate in regular team meetings and proactively share information to contribute to the effective working of the child protection / social work team.
• Contribute to the preparation of timely reporting of government, 3W, Unicef and EC donor, monthly trip report, training report and annual reports as requested by Social Work Supervisor.
• To behave at all times in a professional manner and respect Tdh Code of Conduct.

Child Safeguarding Policy and Operational Risk Management
• Comply with the Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud and Corruption Policy and the Code of Conduct.
• Report to HR Manager for any breach of policy during his/her professional activities whether proven or suspected offence, in accordance with policy.
• Undertake to ensure that these policies are implemented as successfully as possible in the organisation and in the areas for which he/she is responsible.

Others
• Where necessary, and approved by the Project Manager, deputise for Social Work Supervisor in his or her absence.
• As required work closely with other Tdh staff to support the successful implementation of other activities, as directed by Social Work Supervisor.
• Undertake such additional tasks as may be required, especially when urgent action is required to respond to emergencies or to requests from the Department of Social Welfare or other official bodies.
• Respect and implement this job description which may be amended by consent of Country Representative in order to reflect and correspond to future changes and developments in the Tdh-L country programme.

Qualifications and Experience:
• University degree and experience in social work and child protection
• A minimum of 3 years’ experience in child protection projects in multi partner and development contexts.
• Knowledge of Government structure and
• Willingness to travel 70% off time to project areas and familiarity with Yangon, other state and region an advantage
• Process and outcome oriented individual who can work independently
• Strong oral presentation, organisational and negotiation skills;
• Excellent management and supervision skills
• Interpersonal skills, good team player, and good coordinator able to work in difficult and challenging circumstances
• Proficient spoken Burmese with good in oral and written skills in English

Tdh-L 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: (2) a current resume (CV) with contact information of two professional references (your former work supervisors) to the Administration and HR Manager. Please indicate in the subject box the position you are applying for and send to chawsu.thwe@tdh.ch by on Friday January 17, 2020. Only short-listed candidates will be contacted.