

# Vacancy Announcement

## Job Description: Program Quality & Safeguarding Manager

**Organization:** Silver Lining Missions

**Position Title:** Program Quality & Safeguarding Manager

**Location:** Yangon, Myanmar

**Reports To:** Chief Operating Officer

---

### About Silver Lining Missions

Silver Lining Missions is a dedicated international non-profit organization dedicated to serving the most vulnerable children in Myanmar and other South-East Asia countries. Our mission is to provide holistic care and development to children, helping them thrive and reach their full potential. We are committed to creating a loving and supportive environment that reflects our core values of compassion, faith, and service.

---

### Position Summary

The Program Quality & Safeguarding Manager is a critical role responsible for ensuring the delivery and implementation of high-quality programs that promote holistic child development. The ideal candidate will have expertise in child development, experience in capacity building, and the ability to manage cases effectively while supporting program monitoring and evaluation.

The role also involves working closely with the international office manager and local project officers to improve program quality and strengthen capacity-building efforts.

---

### Key Responsibilities

#### 1. Program Design and Quality Assurance

- Support the design and development of child-focused programs that address the needs of vulnerable children and communities.
- Support COO in ensuring all programs meet high standards of quality, effectiveness, and alignment with Silver Lining Missions' goals.
- Support monitoring and evaluation efforts by guiding data collection, analysis, and reporting processes.
- Contribute to the preparation of reports for internal and external stakeholders to communicate program progress and impact.
- Use monitoring data to inform program improvements and enhance effectiveness

#### 2. Safeguarding Policy Development and Implementation

- Develop, implement, and regularly update safeguarding policies and procedures to ensure the safety and well-being of children and vulnerable populations within the organization and its programs.
  - Monitor compliance with safeguarding policies across all levels of the organization and programs.
  - Provide training and guidance to staff and stakeholders on safeguarding best practices.
- 3. Training and Capacity Building**
- Develop and deliver training sessions for staff, children, partners, and stakeholders on all-round program topics such as: child development, safeguarding practices, case management, positive parenting, child protection and participation, and program design, monitoring and evaluation basics, etc.
  - Build the technical capacity of program teams to improve the quality and sustainability of programs.
- 4. Case Management and Support**
- Provide professional case management support for children and families involved in Silver Lining Missions' programs.
  - Ensure that case management processes adhere to best practices and safeguarding protocols.
  - Collaborate with relevant stakeholders to deliver holistic and effective support to children and families.
- 5. Other Duties**
- Undertake any additional responsibilities assigned by the supervisor, including but not limited to specific program management and fundraising related support.
  - Support the broader mission of Silver Lining Missions with flexibility and dedication
- 

## **Qualifications and Experience**

- **Education:**
  - Bachelor's degree in child development, Social Work, Psychology, or a related field (Master's degree preferred but not required).
- **Experience:**
  - Minimum of 5–7 years of professional experience in child development, protection, or related areas, with at least 3 years in an NGO setting.
  - Proven experience in capacity building and delivering training on safeguarding, child development related topics.
  - Experience in case management and working with vulnerable children and families.
- **Skills and Competencies:**

- Strong understanding of child development principles, safeguarding practices.
  - Excellent facilitation and training skills, with the ability to tailor content to diverse audiences.
  - Strong organizational skills and the ability to manage multiple priorities effectively.
  - Exceptional interpersonal and communication skills, with the ability to work collaboratively.
  - Fluency in Burmese and English, with translation skills being an advantage.
  - High level of cultural sensitivity and adaptability.
- 

### **Additional Requirements**

- Willingness to travel up to 30% or more of the time to project sites.
  - Commitment to the mission and values of Silver Lining Missions.
- 

### **Personal Attributes**

- A loving and compassionate heart for children.
  - Ability to treat children with respect, dignity, and special care.
  - Strong sense of responsibility and integrity.
  - Adaptability and willingness to take on diverse tasks.
  - Team-oriented mindset with a collaborative spirit.
- 

### **Compensation and Benefits**

Compensation and benefits will be determined based on the candidate's qualifications, experience, and alignment with the role. These details will be discussed during the interview process.

---

### **How to Apply**

Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and experience to [haisheng@slm.asia](mailto:haisheng@slm.asia) by 31st May 2025. Please include "Program Quality & Safeguarding Manager – Silver Lining Missions" in the subject line of your email.

Silver Lining Missions is an equal opportunity employer and is committed to creating a diverse and inclusive workplace.