



Until we are all equal

Plan International Myanmar

Job Advertisement for Child Development Assistant

Plan International is a global organization focused on advancing the rights of children and youth, especially girls, across both development and humanitarian contexts.

In Myanmar, Plan International implements integrated programming focused on child development and youth empowerment, with a special emphasis on supporting girls and young women. Our program areas encompass Early Childhood Care and Development (ECCD), Water, Sanitation, and Hygiene (WASH), Resilience and Disaster Risk Reduction (DRR), Child Protection, and Education. Additionally, we focus on Youth and Adolescent Development through Skills and Opportunities for Youth Employment and Entrepreneurship (SOYEE), as well as Leadership and Life Skills Development. Our efforts also extend to ensuring Food and Nutrition Security to promote healthier and more resilient communities.

Plan International is dedicated to creating safe environments for children and program participants, promoting practices that address their specific safeguarding needs and protection risks. We actively challenge and do not tolerate inequality, discrimination, or exclusion.

Position	: Child Development Assistant
Report to	: Child Development Officer
Number of Position	: 3 Positions
Location	: Mandalay Office, Mandalay Region
Assignment Type	: From joining date until 30 th June 2027
Application Closing Date	: 28 th October 2026, 5:00 PM
Travel Percentage	: 20%

Job purpose:

Ensures that the annual information and photographs of enrolled children are reviewed and uploaded to the corporate Child Data system in compliance with quality standard and child protection standards. As an international child-centered development organization, the Child Development Assistant (CDA) will commit with the Global Safeguarding Policy and Sponsorship standards, ensuring the confidentiality, integrity, and appropriate handling of sensitive child information.

Dimension of the Role:

This position makes sure that photos and information of enrolled children is registered in the corporate system Child Data. Ensure that SCI/SCU packages are available for download by the National Offices. This position also coordinates with CDOs, CDO and CDC to ensure availability of SCI/SCU packages.

Key Responsibilities:

- Ensure that photos of enrolled children are properly encoded using the Child Data Encoding Photo Tool (CD pet) and updated onto the corporate system Child Data.
- Ensure that SC's photos and data collected is reviewed and registered into the corporate system Child Data according to quality standards and business rules.



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- Make sure that SCI/SCU packages are available for National Offices after data is registered and photos uploaded into corporate system Child Data.
- Ensure that child protection policy and standards are applied for SC data, photography and screening for child protection risk of communications.
- Informs of any Child Protection concerns detected during the updating process to the Child Protection focal point for further actions or investigation.
- Informs to CDO about profiles/photos that are not meeting the quality and Child Protection for further action.
- Contribute and share inputs on Child Development and Child Data operation as end user of lesson learnt and good practice to CDO for further sharing to SSM in developing and revising global policy and system functioning.
- Ensure Child not to be dual enrolment and misrepresentative.
- Ensure that monthly to enroll New SCI /SCU and update questionnaires are archived.
- Manage filing system for New SCI and updated questionnaires to align with standard business rules.
- Manage monthly New SCI's /SCU Photo and Questionnaire are properly attached and keep (Hard and Soft) in secure.
- Assist supervisor such as packaging weekly D/WGC and SPC, SGC, follow up PUI, NOI, copying communication letters as need.
- Follow up and supervise to Daily Wages/s' daily activities.

Safeguarding and PSHEA Policy Implementation:

- Ensure child sponsorship program activities described in the standard "**Designing and Delivering Safe Programmes and Influencing and Research Work**", and "**Safe Child Sponsorship**".
- Deliver programmes activities such as reporting in line with the standard "**Safe Child Sponsorship**", and "**Building Positive and Safe Relationships with Children and Programme Participants**".
- Ensure all staff under line management are competent to conduct their work in line with the standards "**Designing and Delivering Safe Programmes and Influencing Work**", "**Safe Child Sponsorship**" and "**Building Positive and Safe Relationships with Children and Programme Participants**".
- Ensure policy, procedure, and guideline are in accordance with Safeguarding Standards
- Create a safe and supportive environment for all community members, particularly vulnerable groups such as women, person with disabilities, children, and LGBTQ+ individuals.
- Ensure their work does not put children and programme participants at risk by continuously evaluating it through a safeguarding perspective, data privacy and discussing potential design or implementation with the children and programme participants.
- Promote the importance of safeguarding and PSHEA to colleagues in other organizations and children, their families, beneficiaries, and the wider community.
- Apply all relevant standards to their area of responsibility.
- Identify and address gaps within implementing standards in area of responsibility.
- Assume responsibility for reporting any instances of suspected child abuse or neglect immediately as per Plan Myanmar's policy.



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Qualifications, Skills & Experience:

Essential:

- University graduate
- At least one-year relevant working experience using databases, maintaining records, registering information or experience in using database related activities.
- Experience handling sponsors and sponsor child information is an advantage.
- Good knowledge in computer software, particularly Microsoft Office programmes.
- Basic knowledge in spoken and written English.
- Strong attention to detail
- Basis knowledge and understanding of Child Protection, Safeguarding and PSHEA including policy implementation to the respective area of responsibility.
- Demonstrates self-awareness by reflecting on personal values and recognizing potential biases toward individuals (including children and programme participants) in all their diversity.
- Understands the importance of safeguarding and PSHEA, including the associated risks within Sponsorship functional area.
- Good Communication and interpersonal skill

Attitudes and Behaviors:

- Honest and accountable
- Respectful and empathetic toward the community.
- A strong team player with the ability to collaborate effectively.
- Patient, mature and responsible.
- Hard working, and well-organized
- Initiative, commitment, self-motivation and an ability to work independently and in a team.

Desirable

- Track record of progressive management experience working with children and young people
- M&E experience
- Experience working in at least one of Plan's focus areas such as ECCD.

How to apply:

Interested candidates who meet the above requirements are required to submit a cover letter, a comprehensive CV and details of three referees via e-mail only to: Myanmar.CO@plan-international.org . Late applications will not be considered.

Subject line for application: "**Child Development Assistant _ Mandalay**".

Reference & background checks will be performed for successful candidates. Only shortlisted candidates will be contacted. Plan International is an equal opportunity employer and women are encouraged to apply. Plan International Myanmar is committed to the well-being of children, youth, and adults, and upholds the principles of gender equality. We have zero tolerance for Safeguarding and PSHEA issues. All staff and associates of Plan International Myanmar are required to sign and adhere to our Safeguarding Policy and PSHEA Policy at all times.