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Plan International Myanmar

Job Advertisement for Child Development Coordinator

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 Coordinator
Report to	: Deputy Program Manager (Sponsorship)
Number of Position	: 1 Position
Location	: Mandalay Region
Assignment Type	: One Year contract with possible extension
Application Closing Date	: 28 th October 2026, 5:00 PM
Travel Percentage	: 50%

Job purpose:

This position provides monitoring and technical support to the Program Unit on Child Development procedures and systems in accordance with Child Development manual and business rules. S/He will establish and lead Child Development related operations and provide strong guidance to the PUM/HOO, DPM (Sponsorship), CDFs, volunteers, Program Staffs and the Child Development team from CO. S/He will ensure all policies and procedures are in line with Plan systems, timely and accurate submissions of products, excellent communication to stakeholders to explain Plan's systems, and smooth integration with programs. Child Development Coordinator will commit with the Safeguarding Policy and Child Development standards due to the sensitivity of the information it handles. This position ensure that sponsorship child protection policy and standard are applied for SC/SP data disposal, photography and screening for child protection risk of communications.

Dimension of the Role:

- This position reports directly to Deputy Program Manager (Sponsorship) and indirectly report to Child Development Manager (CO) in Sponsorship businesses.
- Consolidates monthly Sponsorship Communication reports from the program areas and submit to the DPM (Sponsorship) and Child Development Manager.
- Provides and analysis on the SC letter review, cancellation, caseload and SC production useful in improving sponsorship and caseload management at PU levels.



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- It will lead and management the Child Development Program (Sponsorship) in Program Unit by the support of Child Development Manager.
- He/she will manage on Child's caseload through quality and timely communications.
- It will ensure that Child Development corporate policies and procedures are properly implemented and staff is trained in Program Unit.
- Maintain sponsorship communication filing system.
- Facilitate, produce and translate all SC/SP sponsorship communication to ensure it's good quality and timeliness process.
- Lessons learned, best practices and models are documented and shared with PU, CO.
- Operate and provide technical support to PU staffs in the use and maintain of Child Data.
- To ensure that it properly works and safety data.

Key Responsibilities:

- A country strategic Child Development growth and communications plan (What is Plan), with quality standards and KPIs is developed, implemented and closely monitored, resulting in high quality and timely communications.
- Communications and relations with communities and external stakeholders are well maintained.
- Operate and maintain Child Development system to ensure that it properly works and safety data. System is managed efficiently and effectively to ensure delivery of quality and timely Child Development communications to the NOs/IH.
- PU staff (PUM/HOO, CDF and Child Development support staff) and volunteers are trained on and implement Child Development communications and CCCD approaches.
- Program and Operations staff understand the department's activities and actively contribute to meeting communications goals and targets.
- Ensures compliance to policies and procedures as per the Child Development Manual.
- In Coordinate with partner staffs, CDFs and communities, Manage National Office Inquiries (NOI) received and promptly respond to all NOIs according to category (Normal, Special and Urgent) with development education to satisfy the NOs/Individual Donors.
- Support and train PU sponsorship staff on the production of child development communications ensuring that these are in compliance with Child Development Manual and business rules.
- This position coordinates with Program Unit Staffs, Community Development Facilitators and Village Development Committees to ensure concerned National Offices Inquires and individual donor information are timely responded and accurate.
- This position ensures the production, and coordinates all children, their family and individual donor communication items as needed.
- Manage and maintain Building Relations filing system including Sponsored Children electronic files to ensure all SC data are regular and accurately updated and secured to comply with the Sponsorship Book.

Safeguarding and PSHEA Policy Implementation

- Ensure programmes procedures and guidance incorporate measures 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"**.
- 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



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“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.

Qualifications, Skills & Experience:

Knowledge:

- Relevant University degree
- Experience in hosting and coordinating by international visitors
- At least 3 years of experience managing Child Development (Sponsorship) Program operations in Myanmar.
- Strong knowledge and understanding organizational gender, safeguarding, and PSHEA policies.
- Ability to reflect on personal value system, and takes account of their biases towards individuals (including children and programme participants) in all their diversity.
- Understanding of safeguarding and PSHEA principles and their relevance to Sponsorship programming risks.
- A track record of achievement while managing a heavy workload, amidst ambiguity and uncertainty.
- Good knowledge of computer software and system. Strong computer skill is preferable.
- Knowledge of child and human rights, including child protection principles.

Skills:

- Strong organizational and project management skills
- Good facilitation, coaching and training skills
- Strong attention to detail.
- Excellent interpersonal skills, including the ability to build relationships with colleagues at long distances and across cultures.
- Excellent spoken and written English
- Ability to coordinate effectively with people at different levels
- Ability to work effectively with children and communities in diverse backgrounds and in different circumstances.
- Strong communication and relationship-building skills.
- Strong critical thinking and problem-solving skills: including the ability to breakdown very complex, multi-dimensional problems or processes into key parts and uses high level techniques such as planning and flow charts to solve the problem or improve operation.
- Willingness to learn, apply and share knowledge and experiences with others.



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Behaviors:

- Flexible, adaptive while adhering to established policies, procedures and standards
- Inclusive of others: gender sensitivity and inclusion of those marginalized and excluded children
- Adherence to child rights and child protection aspects within and outside work
- Initiative, commitment, self-motivation and an ability to work independently and in a team
- Honest and accountable
- Patient, mature and responsible person
- High commitment to working in the most remote communities
- Respectful and sympathetic towards the poor
- Hard working and analytical
- Initiative, commitment, self-motivation and an ability to work independently and in a team.

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 Coordinator _ 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.