



Plan International Myanmar
Job Advertisement for Gender Equality and Inclusion 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	: Gender Equality and Inclusion Assistant
Report to	: Gender Equality and Inclusion Coordinator
Number of Position	: 1 Position
Location	: Sittwe, Rakhine State, Community Based Position
Assignment Type	: 5 month contract with possible extension
Application Closing Date	: 17 th June 2025, 5:00 PM

Job purpose:

Plan International Myanmar is seeking a Gender Equality and Inclusion Assistant experienced working for gender and inclusion program to ensure gender equality and inclusion mainstreaming in staff, programme, influencing, communications and marketing in programme unit level in closely collaboration and coordination with Gender Equality and Inclusion Coordinator in Programme Unit, aiming to be gender transformative programming. This position holder will be responsible to implement the gender responsive community intervention. The post holder will work closely with community mobilizer, crosscutting volunteer and MER Staffs.

Dimension of the Role:

- Facilitate awareness raising sessions, Focus group discussion, Key informant interview session and other community engagement activities to IDPs and communities.
- Assist Gender Coordinator in the forming of Women Led Groups in the camp and build the capacity strengthening related with organization development, financial, gender and women empowerment.
- Assist Gender Coordinator in providing Training, project implementation and other cross-cutting activities to the project teams.
- Ensure effective and safe referral to GBVIMS service providers for survivors with their consent to get quality service in timely manner.
- Lead the dialogue session for “shifting Social and Gender Norms” to people in the community through peer-to-peer approach.
- Conduct monthly meeting with Community Mobilizers and volunteers to share update information of



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Gender services and know their challenges and achievement of our services while providing in the community

Key Responsibilities:

- Complete documentation in timely and comprehensive manner, request technical support from the supervisor as needed.
- Supervise, Mentor and coach Community Mobilizers and volunteer to ensure they comply with their duties and responsibilities.
- Raise procurement requisition to ensure the Plan logistics department purchases all materials.
- Fill and submit work plans regularly.
- Produce a monthly activity report about activities in the field.
- Assist Gender Coordinator in recruitment process of Community mobilizer and volunteers.

Safeguarding and PSHEA

- Deliver project activities are in line with the safeguarding standard “Delivering Safe programming and influencing work”, and “Building Positive and Safe Relationships with Children and Programme Participants”
- Identify and address safeguarding gaps within implementing standards in area of responsibility.
- Create a safe and supportive environment for all community members, particularly vulnerable groups such as women, children, and LGBTQ+ individuals.
- Ensure CO level finance, partnership and Operation 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, and children, their families, beneficiaries, and the wider community.
- Assume responsibility for reporting any instances of suspected child abuse or neglect immediately as per Plan Myanmar’s policy

Qualifications, Skills & Experience:

- At least 2 years' relevant experience working with a humanitarian or development organization, with excellent references.
- Any Bachelor degree and at least two years of progressive work-related experience including at least one year in the field of statistics, development and humanitarian operations, or another related field.
- Demonstrated experience in working on women and girls empowerment, human rights, gender equality and GBV or relevant experience.
- Basic knowledge on organizational gender, data privacy and protection, safeguarding and PSHEA policies.
- Reflects on their value system and takes account of their biases towards individuals (including children and programme participants) in all their diversity.
- Understands the relevance of safeguarding and PSHEA including risks related to financial work including data privacy to programming work.
- Previous experience in working with communities, providing awareness services and facilitating capacity building initiatives.
- Computer skills, including knowledge of Excel.
- Excellent interpersonal and communication skills.



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- Experience and expertise related protection and gender-based violence issues.
- Strong understanding and passion for coordination and collaboration of team members.
- Experience utilizing computers including word processing, spreadsheet and other software packages.
- Acquaintance with emergency contexts and issues.
- Strong interpersonal skills; courtesy, tact and ability to work effectively with people.
- Ability to interpret and analyze a wide variety of program issues and statistical information, and to maintain accurate and precise records.
- Organizes and plans work to accomplish given objectives with minimal supervision.
- Makes decisions, takes actions to move issues forward and follows up on actions
- Good Planning, monitoring and follow-up skills
- Innovative, field oriented, good team member, good negotiating skills.
- Good facilitation and communication skill
- Coaching, mentoring, and problem-solving skills.
- Clear and effective communication that builds relationships to influence others
- Proactive, demonstrates record of creativity
- Accountability and responsibility for own performance
- Promotes teamwork and cooperation
- Willingness to travel to remote areas

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: **"Gender Equality and Inclusion Assistant _ Sittwe"**.

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.