



## Plan International Myanmar Job Advertisement for Project Assistant (CBT)

Plan International is an international child and youth development organization dedicated to promote the realization of children and young people's rights, especially girl's rights, in both development and humanitarian settings. Plan International in Myanmar is supporting a broad spectrum of initiatives designed to support integrated child development and youth empowerment outcomes that are strategically aligned with the priorities. Sectors of focus include: Early Childhood Care and Development (ECCD), Maternal, Newborn and Child Health and Nutrition (MNCHN), Water, Sanitation and Hygiene (WASH), Resilience and Disaster Risk Reduction (DRR), Child Protection (CP), Education, Non Formal Education (NFE), Youth and Adolescent Development, Skill and Opportunities for Youth Employment and Entrepreneurship (SOYEE), Youth-Led Peace Building and Social Cohesion, Sexual Reproductive Health and Rights (SRHR), and General Food Distribution (GFD).

<b>Position</b>	: Project Assistant (Cash Base Transfer) _ Community Based
<b>Report to</b>	: Project Officer
<b>Number of Position</b>	: 6 Positions
<b>Location</b>	: Sittwe, Rakhine State _ Community Based
<b>Assignment Type</b>	: From start joining date until 31 December 2024
<b>Application Closing Date</b>	: 3 <sup>rd</sup> July 2024, 5:00 PM
<b>Travel Percentage</b>	: 90% time spent in the field

### Job purpose:

Plan International Myanmar is seeking the Project Assistants to oversee field level implementation to ensure all areas of implementation are meeting international standards and assist Project Officers and team members in cash distribution process. Food assistance through Cash based Transfers (CBT) will take place in 6 IDP Camps in and around Sittwe, Rakhine State. Project assistant is responsible to facilitate the cash distribution process, increase communication among team members, support monitoring mechanism and documentation of cash distribution, support reporting and communication.

### Key Responsibilities:

- Prepare and conduct cash distribution at the designated camps/distribution points.
- Update the beneficiary list monthly by conducting household visits and verify household's data.
- Conduct monthly Pre and Post Distribution Meeting, Post Distribution Monitoring (PDM) and Market Price Monitoring in respective camps.
- Conduct/support Focus Group Discussion with children and women, awareness sessions for Gender Mainstreaming, Child Protection Mainstreaming and Safeguarding, Community Feedback Mechanism and Child Friendly Feedback Mechanism activity, etc.
- Increase communication by sharing challenges and concerns collected from cash distribution activities
- Assist project officer and team members in cash counting and preparation, good delivery notes, meeting/awareness attendance, etc.
- Assist project officer and team members in reporting and collecting the beneficiary lists (Form-A) and Xeroxed them as needed for the documentation purposes.
- Reporting to the Project Officer for monthly activity reports and additional tasks (Cross-cutting activities\_ Gender, Child Protection, Accountability) according to project requirements.



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## Safeguarding and PSHEA

- Ensure the delivery of CBT programs and activities in accordance with Safe Programmes and Influencing Interventions standards. This includes conducting risk assessments and implementing safeguarding protocols.
- Create a safe and supportive environment for all community members, particularly vulnerable groups such as women, children, and LGBTQ+ individuals.
- Ensure competent to conduct their work according to the standards for designing and delivering safe programs and interventions, and building positive, safe relationships with children and program participants.
- Assume responsibility for reporting any instances of suspected child abuse or neglect immediately as per Plan Myanmar's policy.
- Ensure they fully understand the provisions of the Global Safeguarding Policy, PSHEA Policy and the Code of Conduct.
- Ensure their work does not put children and programme participants at risk by continuously evaluating it through a safeguarding perspective 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.

## Qualifications, Skills & Experience:

- At least two years of progressive work preferable for related experience of cash/ food distribution.
- Education level of Matriculation Exam stage as minimum.
- 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.
- Experienced in Data Entry and ability of using Microsoft Excel Software is preferable.
- Organizes and plans work to accomplish given objectives with minimal supervision.
- Makes decisions, takes actions to move issues forward and follows up on actions.
- Focused and results oriented.
- Good monitoring and follow-up skills.
- Innovative, field oriented, good team member, good negotiating skills.

## 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](mailto:Myanmar.CO@plan-international.org). Late applications will not be considered.

Subject line for application: "**Project Assistant (CBT) \_ Community Based**".

Plan International is committed to creating a safe environment for children and programme participants, including promoting child and programme participant safe practices, approaches, interventions and environments which respect, recognise and respond to the specific safeguarding needs and the different protection risks faced by children and programme participants based on their gender and other identities. We will challenge and do not tolerate inequality, discrimination or exclusion.



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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.