

Plan International Myanmar
Job Advertisement for Project Assistant (Education)

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	: Project Assistant (Education)
Report to	: Project Officer (Education)
Number of Position	: 1 Position
Location	: Sittwe (Community based position), Rakhine State
Assignment Type	: 3 month contract with possible extension
Application Closing Date	: 21 st April 2025, 5:00 PM
Travel Percentage	: 100% time spent in the field

Job purpose:

The purpose of the role is to assist with the quality implementation of field level project activities to ensure children and youth benefit from quality and sensitive educational opportunities. The Project Assistant (Education) will work closely with the Project Officer (Education) and other team members to support awareness raising activities and community mobilization. The Project Assistant will have good facilitation skills and experience working with parents, teachers, facilitators, children and other community members. Other aspects of the role include accurate data collection, record keeping, monitoring and evaluation, and ensuring accountability mechanisms are in place and accessible.

Dimension of the Role:

- implement for the quality implementation of Education in Emergency project to provide a protective environment for affected children in selected areas (IDP camps and host villages) in Sittwe.
- Lead on training and technical planning of project activities at the field office and project site level and support implementation of training activities in coordination with clusters and other sector organizations.
- Coordinate any other partner organizations in the field level implementation.
- Ensure full implementation and reporting requirements as outlined in the project documents.
- Ensure regular monitoring and reporting mechanisms are in place.
- Manage the budget and ensure budget execution.
- Coordinate with state Education department and Clusters.

Key Responsibilities:

- Assist with implementation of field level project activities in a timely manner ensuring quality action and support the active participation of, and consultation with communities and other relevant stakeholders
- Develop an understanding of, and support project implementation in accordance with INEE and Child Protection in Humanitarian Action Minimum Standards and other relevant humanitarian standards (SPHERE, CHS, etc.)
- Support volunteer teachers, facilitators, community mobilizers, parent-teacher associations and management committees by organizing regular meetings, training and workshops in conjunction with the Community- based Project Officers
- Support and coach volunteer teachers, facilitators, community mobilizers, parent-teacher associations and management committees on community mobilization.
- Provide brief reports, highlighting successes and challenges, to support the community- based Project Officers with reporting and the development of monthly activity plans.
- Support the community-based Project Officers to procure/arrange project supplies and materials as needed, complete necessary financial and administrative tasks and make arrangements for activities well in advance.
- Conduct cash disbursements for assigned project activities and maintain accurate records.
- Conduct regular monitoring of project activities, as well as accurate data collection for assessments, reporting and programmatic requirements.
- Recruit and track attendance and monitor performance of community volunteers (including teachers and facilitators)
- Collect and verify enrolment and attendance data for students by conducting spot checks, and follow up with teachers to develop an action plan when a student is absent for more than 3 days.
- Work with communities to identify unmet educational needs of children and youth within communities.
- Ensure accountability mechanisms are in place, communities know how to access them and understand their rights.
- Participate in relevant trainings that support the implementation of project activities, including teacher trainings and training of trainers (TOTs), and assist in developing training manuals and IEC materials.
- Assist with the maintenance of project records in databases and records of activities.
- Build and maintain proactive, positive and professional relationships with local CSOs, community leaders, parent-teacher associations, management committees, child protection groups and other community-based groups (youth groups, women's groups, etc.), beneficiaries and key local officials.
- Contribute to work planning sessions led by Project Coordinator to ensure that diverse realities from the ground are reflected in planning.
- Other tasks as required by the Project Coordinator/ community- based Project Officers.
- The outlined responsibilities are based on current projects, however specific responsibilities may shift over time and flexibility from the candidate may be required.

Safeguarding and PSHEA

- Ensure the delivery of EiE project activities in accordance with Safeguarding policies, and procedures within the areas of responsibility. This includes conducting risk assessments and implementing safeguarding protocols.
- Deliver project activities in line with the safeguarding standard
- Create a safe and supportive environment for all community members, particularly vulnerable groups such as women, children, and LGBTQ+ individuals.
- Ensure project activity does not put children and programme participants at risk by continuously evaluating it through a safeguarding perspective, data privacy and discussing potential design or



Until we are all equal

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.
- Assume responsibility for reporting any instances of suspected child abuse or neglect immediately as per Plan Myanmar's policy

Qualifications, Skills & Experience:

- University degree in relevant field, preferably Education.
- Minimum one year of proven experience in community mobilization at field level with CSOs or other relevant actors in emergencies contexts.
- One to two years of experience working on Education projects or teaching.
- Willingness to work with teams across several locations.
- Understanding and commitment to the humanitarian principles
- Knowledge of INEE and Child Protection in Humanitarian Action Minimum Standards and advantage
- Knowledge of, and experience with Do No Harm, sensitivity and participatory approaches and advantage.
- Understanding of education and child protection policies and practices in Myanmar
- Experience with monitoring and evaluation, and basic data collection.
- Experience of working with children, youth and other community members.
- Experience organizing awareness raising activities, mobilizing communities, and facilitating community level meetings and workshops.
- Strong team-building, facilitation and communication skills.
- Ability to work in a multidisciplinary and multicultural environment.
- Flexibility and can cope with stressful workload.
- Good Myanmar and English language skills (verbal and written)
- Good computer skills, including word processing, spreadsheets and other software packages.
- Ability and willingness to travel to the field (including on short notice) when required
- Flexible, Honest and trustworthy
- Demonstrate sound work ethics
- Strong team-building and motivations to peers and staff
- Integrity, transparency, proactive stance, respect for gender equity
- Adherence to child rights and child protection aspects within and outside work.
- Willingness to work for and on behalf of the organization at the time of disaster within Plan working area or outside.

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: **"Project Assistant (Education) _ Sittwe _community-based position"**.

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.