



Until we are all equal

Plan International Myanmar
Job Advertisement for Project Coordinator (Child Protection)

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 Coordinator (Child Protection)
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	: 90%

Job purpose:

Plan International Myanmar is seeking a Project Coordinator (Child Protection) to provide technical guidance and support for the implementation of Child Rights and Child Protection activities under the Sponsorship Program (CCCD Project) in selected communities of Mandalay Region. The position will strengthen the capacity of implementing partners through Training of Trainers (ToT), coaching, mentoring and technical support, while ensuring quality planning, implementation and monitoring of community-based activities that promote a safe, inclusive and protective environment for children. The post holder will support CLPAR, CRCP, meaningful child participation.

Dimension of the Role:

The role will lead Training of Trainers (ToT), provide coaching and technical support to implementing partner staff, and monitor the quality of cascade training and community-level activities implemented across project villages. Where required, the position will initiate or pilot selected activities to demonstrate appropriate approaches for replication by implementing partners and volunteers. S/He will also support CRCP-related initiatives and events, promote safeguarding and PSEA/PSHEA knowledge and practices, and serve as the PIM CRCP focal person for relevant coordination and representation with external stakeholders, counterpart departments and INGO/UN coordination and networking forums at township and regional/PU levels. The post holder reports to the DPM (Sponsorship) and receives technical guidance from the CP Advisor, working closely with project teams, implementing partners, external stakeholders. This is a full-time position based in Mandalay with regular field travel to project locations.



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Key Responsibilities:

Quality Control

- Ensure the technical quality and consistency of child rights, child protection, safeguarding and PSEA/PSHEA activities delivered by implementing partners, in line with organizational policies, project objectives, safeguarding requirements and relevant technical standards.
- Develop/adapt technical training materials and tools and deliver ToT to implementing partner staff, ensuring they can effectively cascade knowledge and practices to community-level stakeholders.
- Regularly monitor partner performance and provide coaching, mentoring and corrective technical support, including identifying capacity gaps and following up on agreed actions.

Training and Coaching

- Lead the design and delivery of ToT for implementing partner staff on CLPAR, child rights, child protection, meaningful child participation, community consultation, CRCP, safeguarding and PSEA/PSHEA, as well as relevant case management topics.
- Coach implementing partner staff to cascade training and promote safe, respectful and accountable practices among community development volunteers, VDC members, children, caregivers and community leaders.
- Assess capacity-building needs and provide ongoing mentoring, refresher training and technical support based on monitoring findings, partner performance and identified gaps.

Reporting

- Provide regular technical and progress updates to the DPM (Sponsorship) and CP Advisor on ToT, partner capacity, activity progress, quality, safeguarding/PSEA/PSHEA promotion, challenges and follow-up actions.
- Review and consolidate information from implementing partners and monitoring visits, including progress against milestones, training results, community-level implementation and lessons learned.
- Document technical support, pilot activities, CRCP events, safeguarding/PSEA/PSHEA activities and monitoring findings, while ensuring that sensitive safeguarding information is handled confidentially and reported through appropriate channels.

General

- Support effective implementation of the CCCD Project by providing technical leadership, capacity strengthening and quality assurance to implementing partners rather than directly leading routine community-level implementation.
- Promote meaningful child participation, gender equality, inclusion, confidentiality, non-discrimination and the best interests of children throughout project activities.
- Maintain appropriate technical documentation, training materials, monitoring records, partner capacity assessments, CRCP event records, pilot documentation and lessons learned, while maintaining confidentiality of sensitive information.

Planning

- Work with the DPM (Sponsorship), CP Advisor, Project Coordinator and implementing partners to identify technical capacity needs and develop ToT, coaching, monitoring and follow-up plans covering child protection
- Plan and support CRCP-related events, including CRC Day activities, in coordination with relevant project teams and external stakeholders.



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- Ensure safeguarding, PSEA/PSHEA, inclusion, gender and child participation considerations are incorporated into activity planning, risk assessment and implementation approaches.
- Plan and support initial/pilot implementation of selected activities where necessary to establish appropriate models for replication by implementing partners and community development volunteers.

Implementation

- Lead the technical preparation and delivery of ToT to implementing partner staff, who will cascade child protection, CRCP, and its activities at community level.
- Provide ongoing technical coaching and support to implementing partner staff and monitor the quality of their cascade training and community-level activities.
- Lead the technical coordination and implementation of CRCP-related events, including CRC Day events, working closely with relevant project teams and stakeholders under the guidance of the CP Advisor and DPM (Sponsorship).
- Where required, initiate, demonstrate or pilot selected activities and support implementing partners and community development volunteers to replicate them across project villages.

Monitoring and Evaluation

- Conduct regular field monitoring visits to assess project progress, quality, effectiveness, and compliance with agreed plans, indicators, and standards.
- Collect, verify, analyze, and document monitoring data and evidence, ensuring data quality, accuracy, completeness, and timely reporting.
- Prepare and submit timely and accurate project activity, field monitoring, and M&E reports in line with organizational requirements.
- Identify implementation challenges, technical gaps, risks, and opportunities, and provide practical recommendations and timely escalation where required.
- Support project evaluations, assessments, reviews, and learning activities through data collection, analysis, documentation, and follow-up of recommendations.
- Monitor the quality and effectiveness of cascade training and assess the application of child protection, safeguarding, and PSEA/PSHEA knowledge and practices by partners and community volunteers.
- Monitor CRCP-related activities and document participant feedback, good practices, lessons learned, challenges, and recommendations to improve project implementation.
- Provide on-site coaching, technical guidance, and corrective support to implementing partners and community volunteers based on monitoring findings.
- Monitor and follow up on safeguarding, protection, compliance, and implementation concerns, ensuring serious issues are appropriately documented and escalated through established mechanisms.
- Promote the use of monitoring findings, feedback, lessons learned, and evaluation evidence to strengthen accountability, program quality, adaptive management, and continuous improvement.

Representation, Networking and Communication

- Serve as the PIM CRCP focal person, representing PIM on child rights and child protection matters at township and regional/PU levels, as delegated and appropriate.
- Support implementing partners in ongoing coordination and engagement with relevant stakeholders at local, township and state/regional levels, including government and counterpart departments, and provide relevant information and technical inputs to support external representation of the programme.
- Represent and engage with relevant government and counterpart departments, local authorities and other stakeholders on CRCP, child protection, safeguarding and related matters, in accordance with organizational representation protocols.



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- Participate in relevant INGO, UN, child protection, CRCP networking and coordination forums at appropriate levels.
- Maintain strong professional relationships with implementing partners, government counterparts, community structures and other stakeholders, and promote a culture of child safeguarding, prevention of sexual exploitation, abuse and harassment, accountability and safe reporting.
- Provide timely updates and early alerts to the DPM (Sponsorship) and CP Advisor regarding significant child protection, coordination or implementation concerns.

Safeguarding and PSHEA Policy Implementation

- Ensure Ensure programmes procedures and guidance incorporate measures described in the standard **“Designing and Delivering Safe Programmes and Influencing and Research Work”, “Safe Partnership” and “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 “Building Positive and Safe Relationships with Children and Programme Participants”**.
- Integrate safeguarding risk assessments and mitigation measures into project planning, implementation, monitoring, and review.
- Ensure project activities under the Sponsorship/CCCD programme provide a safe, inclusive, and child-friendly environment for children and programme participants.
- Ensure children, adolescents, and community members are meaningfully involved in identifying and addressing safeguarding risks that may affect them.
- Ensure project activities and data-management practices protect children, programme participants, and their personal information from potential harm or misuse.
- Ensure staff, local partners, community volunteers, and other associates understand and fulfil their safeguarding and PSHEA responsibilities.
- Strengthen safeguarding capacity among implementing partners and community volunteers through awareness, coaching, guidance, and regular follow-up.
- Promote safeguarding, respectful behaviour, and PSHEA awareness among staff, partners, children, families, and community members.
- Monitor safeguarding compliance through field visits, partner monitoring, self-assessments, and appropriate corrective actions.
- Ensure children and programme participants know their rights and have access to safe, confidential, and accessible channels for raising concerns or providing feedback.
- Promptly report and appropriately refer any suspected abuse, exploitation, neglect, or other safeguarding concerns through established Plan Myanmar reporting mechanisms and procedures.

Qualifications, Skills & Experience:

Knowledge:

- Relevant University degree
- Minimum 3 years of demonstrated professional experience in child protection, including Child, Early and Forced Marriage and Union
- Knowledge of child protection, child rights, and CPiE principles.
- Knowledge of child marriage, GBV, life skills, and parenting approaches.
- Understanding of child protection risks in the Mandalay Region.
- Knowledge of community-based and child-centered protection programming.
- Strong knowledge and understanding organisational gender, safeguarding, and PSHEA policies.



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- 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 to Sponsorship programming work
- Knowledge of Do No Harm, protection principles, and referral mechanisms.
- Knowledge of child and adolescent participation and agency approaches.
- Understanding of training, coaching, mentoring, and capacity-building approaches.
- Knowledge of project planning, implementation, monitoring, and evaluation.
- Understanding of sponsorship and CCCD programming approaches.
- Knowledge of humanitarian coordination and collaboration with key stakeholders.
- Understanding of gender, diversity, inclusion, and working in emergency contexts.

Skills:

- Strong communication, interpersonal, and teamwork skills.
- Strong partnership management and coordination skills with local partners.
- Ability to build trust-based, respectful, and collaborative relationships with partners.
- Strong capacity-building, coaching, mentoring, and facilitation skills.
- Ability to support and strengthen local partner capacity through a partnership approach.
- Strong project planning, coordination, and resource management skills.
- Excellent organizational and time-management skills.
- Strong monitoring, data analysis, reporting, and documentation skills.
- Strong analytical, problem-solving, and decision-making skills.
- Effective negotiation, advocacy, and conflict-resolution skills.
- Strong stakeholder engagement and relationship-management skills.
- Ability to lead teams, delegate responsibilities, and manage multiple priorities.
- Ability to work independently and adapt to changing and challenging environments.
- Strong presentation, communication, and report-writing skills.
- Fluency in spoken and written Myanmar and English.

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 Coordinator (Child Protection) _ 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.