



Plan International Myanmar Job Advertisement for Project Coordinator (Education)

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), 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) and General Food Distribution (GFD).

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.

Position	: Project Coordinator (Education)
Report to	: Deputy Program Manager (Education)
Number of Position	: 1 Position
Location	: Sittwe, Rakhine State
Assignment Type	: One Year Contract with possible extension
Application Closing Date	: 15 th July 2024, 5:00 PM
Travel Percentage	: 50% travel to the project areas

Job purpose:

The Project Coordinator (Education) will support all aspects of field implementation of education projects in Rakhine state and ensure that projects are well planned, evidence based, monitored and evaluated. She/he will play a supporting role in implementing the program strategy focusing on education and infrastructure development – and ensuring integration with other sectors such as Child protection, Non-Formal Education and WASH project, etc. She/he will develop the capabilities of partners and communities to support the achievement of programme goals.

Dimension of the role:

- Support all aspects of field project implementation and help ensure high quality standards.
- Lead community mobilization and implement integrated education project activities in coordination with community stakeholders.
- Contribute to timely, efficient, and quality implementation of education projects based on work plans and allocated budgets.
- Support partners for successful project implementation (if relevant).

Key Responsibilities:

- Implement project activities in a timely manner ensuring quality action, credible outcomes and active participation of partners, communities and other relevant stakeholders.
- Support project implementation in accordance with INEE and CP Minimum Standards and other relevant humanitarian standards (SPHERE, CHS, etc.), and liaise with other teams where necessary.



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- Assist Deputy Program Manager with preparation of reports, development of annual plans and budgets and monthly spending projections.
- Prepare monthly activity plans and reports for submission to the Deputy Program Manager.
- Coordinate with teams to manage resources effectively, ensure necessary financial and administrative tasks are completed and prior arrangements for activities are organized well in advance.
- Work closely with the team to ensure they are following schedules and completing tasks as assigned.
- Coordinate with teams to ensure regular monitoring of project activities, as well as data collection and analysis for assessments, reporting and programmatic requirements.
- Coordinate with teams to identify unmet educational needs of children and youth within communities.
- With support from the Deputy Program Manager, coordinate the role out of accountability mechanisms.
- Coordinate awareness raising activities and support the team with community mobilization and messaging.
- Support with the preparation of presentations and training, and effective facilitation of meetings and workshops.
- Develop and maintain project records such as databases, reports and records of activities ensuring documents are easily accessible and archived to facilitate knowledge management and learning.
- Develop and maintain proactive, positive and professional relationships with the partner organization, other NGOs, donors, key local officials, education departments and beneficiaries.
- Build and maintain good relationship with state and township authorities and attend regular meeting for more collaboration.
- Other tasks as reasonably required by the Deputy Program Manager.

Safeguarding and PSHEA

- Ensure the delivery of EiE project activities in accordance with Safeguarding policies, procedures and guidance incorporate measures described in the standard Delivering Safe programming and influencing work. This includes conducting risk assessments and implementing safeguarding protocols
- Design and 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 implementation with the children and programme participants.
- Ensure that staff understand their role and responsibilities for safeguarding and PSHEA and manage performance accordingly.
- 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 with Education thematic.
- Minimum three (3) years of professional experience at field level with NGOs or other relevant actors in emergencies contexts.
- Previous experience managing staff and willingness to coordinate and support teams across several locations.
- Experience on organizational gender, safeguarding and PSHEA policies.
- Reflects on their value system and takes account of our biases towards individuals (including children and programme participants) in all their diversity.



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- Understands the relevance of safeguarding and PSHEA including risks to EiE programming and influencing work.
- Experience with monitoring and evaluation, and data collection and analysis.
- Knowledge of INEE and Child Protection in Humanitarian Action Minimum Standards.
- Understanding of education and child protection policies and practices in Myanmar.
- Knowledge of, and experience with Do No Harm, conflict sensitivity and participatory approaches.
- Experience of working with children, adults and communities.
- Extensive experience organizing awareness raising activities, mobilizing communities and cooperating with various stakeholders.
- Strong team-building, facilitation and communication skills.
- Ability to work in a multidisciplinary and multicultural environment
- Experience conducting trainings, on the job support or mentoring
- Ability to work with minimal supervision in stressful environments
- 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
- Acts as a role model for the organization's commitment to non-discrimination, safeguarding and PSHEA and safeguarding standards.
- 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 Coordinator (Education) _ 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.