



Plan International Myanmar Job Advertisement for Project Officer (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).

Position	: Project Officer (Cash Based Transfers)
Report to	: Project Manager (GFD)
Number of Position	: 1 Position
Location	: Sittwe, Rakhine State
Assignment Type	: From start joining date until 31 December 2024
Application Closing Date	: 3 rd July 2024, 5:00 PM
Travel Percentage	: 90% time spent in the field

Job purpose:

Plan International Myanmar is seeking Project Officer (CBT) to oversee field level implementation to ensure all areas of implementation are meeting international standards and assist the technical planning of project activities at camp level, supervise efficient distribution of cash at distribution sites in camps, ensure proper distribution of entitlements and verify appropriate entitlements are distributed, ensure proper distribution record and compliance of the allocated camps/distribution points and supervise the project assistants and volunteers; mobilize them in monthly beneficiary list update and HH verification, conduct Post Distribution Monitoring, Market Price data collection and support in cross-cutting activities (Gender, Child Protection and Community Engagement Mechanism). Food assistance through Cash based Transfers (CBT) will take place in 6 IDP Camps in and around Sittwe, Rakhine State.

Key Responsibilities:

- Facilitate Cash Distribution activities, close coordination with partners, communities and other relevant stakeholders.
- Analyze and prepare projections cash to ensure timely deliveries.
- Identify any concerns with the cash distribution arrangements and report them to the Project Coordinator and Project Manager.
- Lead meeting, training, awareness session and technical planning of cash distribution activities including cross-cutting (Gender Mainstreaming, Child Protection Mainstreaming and Accountability) at the site level in cash sector and support implementation and technical activities in coordination with partners/communities.
- Support the Project Manager to fulfil project technical implementation and reporting requirements as needed.



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- Work closely with M&E Officer to ensure learning are documented, disseminated and applied.
- Regular monitor of the project progress, update beneficiary list, support data collection in PDM, Market Price and Feedback Mechanism and other needs assessments.
- Report Monthly distribution, submit Cash request letters and Monthly narrative report to Project Manager.
- Coordinate field level Operations and Reporting.

Specific tasks will include:

- Support the Project Coordinator in identifying and selecting communities for the implementation of the projects in cooperation with the partner organizations.
- Regularly monitor the implementation progress of the project and activities against set indicators.
- Participate in Learning process of Plan Myanmar through project reviews and evidence-based learning and sharing events.
- Support Good Communication and Coordination among target beneficiaries through regular meetings, coordination events.
- Supervise the efficient distribution of cash at the site and ensure proper distribution of entitlements and verify appropriate entitlements are distributed.
- Assist the Project Coordinator to assess further need cash aid in emergency and other cases.
- Facilitate local level awareness raising campaigns on specific issues in targeted area.
- Represent Plan Myanmar in various forums and coordination meetings at camp level.
- Assist the line manager in collecting necessary data and information for reporting and programme related donor requirements.
- Conduct collection, processing and analysis of technical data from the field and follow up on inconsistencies.
- Ensure project Implementation is in accordance with standards and guidelines of donors, Child Centered Community Development standards and gender policy.
- Establish effective and systematic project Documentation to ensure learning process of Plan.

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.



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Qualifications, Skills & Experience:

- Degree in development studies, education, social services, nutrition, agriculture or any development related field from a recognized university.
- At least three years of progressive work related experience including at least one year in the field of statistics, refugee food aid operations, or another related field.
- Understanding of humanitarian issues in CVA and major players in Rakhine State.
- Understanding of community development, local civil society development and participatory methodologies
- Strong knowledge in planning, monitoring, evaluating programs.
- Understanding of integrated development issues and child rights.
- Experience utilizing computers including word processing, spreadsheet and other software packages.
- Good negotiating skills, analytical skills, Coaching, mentoring, training and facilitation skills
- Ability to maintain strategic vision and link with everyday work
- Clear and effective communication that builds relationships in order to influence others
- Accountability and responsibility for own performance
- Demonstrate high degree of professionalism and integrity
- 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: "**Project Officer (CBT) _ Sittwe**".

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.

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.