

Plan International Myanmar
Job Advertisement for Project Officer (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 Officer (Education)
Report to	: Deputy Program Manager (Education)
Number of Position	: 1 Position
Location	: Sittwe, Community Based Position, Rakhine State
Assignment Type	: From starting date until 31 st Dec 2025 (with possible extension)
Application Closing Date	: 16 th May 2025, 5:00 PM
Travel Percentage	: 100% time spent in the designated camp

Job purpose:

The role is responsible for the quality implementation of field level project activities to ensure children and youth benefit from quality and sensitive educational opportunities. The Project Officer will work closely with the Deputy Education Program Manager and other team members to organize and lead awareness raising activities and support community mobilization. The Project Officer will have strong facilitation skills and experience working with parents, teachers, facilitators, children and other community members using participatory approaches. Other aspects of the role include accurate data collection, record keeping, monitoring and evaluation, and ensuring accountability mechanisms are in place and accessible. The community based Project Officer will supervise community based Project Assistants.

Dimension of the Role:

- Lead and implement for the quality implementation of Education project to provide a protective environment for affected children in selected areas (IDP camps and host villages) in Rakhine State.
- Lead on training and technical planning of project activities at the project site level and support implementation of training activities in coordination with clusters, donors and other sector organizations.
- Coordinate any other partner organizations in the field level implementation.
- Ensure full implementation and reporting requirements in the community level 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:

- Implement field level project activities in a timely manner ensuring quality action and active participation of, and consultation with communities and other relevant stakeholders.
- Support project implementation in accordance with INEE and Child Protection in Action Minimum Standards and other relevant standards (SPHERE, CHS, etc.), and liaise with other teams where necessary.
- Support the Deputy Program Manager/ Project Coordinator with preparation of monthly activity plans and reports, highlighting successes and challenges, and budgets and spending projections.
- Coordinate with the Deputy Program Manager/ Project Coordinator 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 (including the collection of information for success stories and case studies)
- 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.
- Under the technical leadership of the Deputy Program Manager/ Project Coordinator, conduct thematic/ sector specific skills building sessions with teachers, facilitators, community members and other stakeholders, lead awareness raising activities, support community mobilization and messaging and facilitate meetings and workshops.
- Develop and maintain project records such as databases, activity reports and records of activities.
- Build and maintain proactive, positive and professional relationships with local CSOs, community leaders, PTAs, management committees, child protection groups and other community-based groups (youth groups, women's groups, etc.), beneficiaries and key local officials.
- Other tasks as required by the Deputy Program Manager/ Project Coordinator.

Safeguarding and PSHEA

- Ensure the delivery MERL activities in accordance with Safeguarding policies, procedures and guidance incorporate measures described in the standard Designing and Delivering Safe Programmes, Influencing and Research Work. This includes conducting risk assessments and implementing safeguarding and ethical protocols
- Create a safe and supportive environment for all community members, particularly vulnerable groups such as women, children, and LGBTQ+ individuals.
- Ensure their work 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 for the Education thematic.
- Minimum three year of professional experience at field level with NGOs or other relevant sectors in emergencies contexts.
- Proven leadership experience and willingness to coordinate with teams across several locations.
- Experience with monitoring, evaluation and data collection.
- Experience and/or Knowledge 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.
- Understands the relevance of safeguarding and PSHEA including risks to EiE programming and influencing work.
- Knowledge of INEE and Child Protection in 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, youth and other community members.
- Extensive experience conducting skills building sessions with teachers, facilitators, community members and other stakeholders.
- Experience organizing awareness raising activities, influencing and mobilizing communities, and facilitating community level meetings and workshops.
- Facilitation and communication skills, Strong team-building and motivations to peers and staff
- 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 other offices (including on short notice) when required.
- Flexible, Honest and trustworthy
- Demonstrate sound work ethics
- 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 Officer (Education) _ Sittwe_ Community Based”**.

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.