



Protection Coordinator

Date: 21st May 2025

We are currently recruiting a Protection Coordinator position, directly reporting to Senior Program Coordinator.

This position is based in Taunggyi, Southern Shan State, 60% travel to implementation areas.

At Relief International, we are committed to building a representative, inclusive and authentic workplace. We strongly encourage applications from candidates from minoritized backgrounds those who bring lived experience of the contexts in which we work.

We are proud to be a global recruiter, hiring people from around the world. We offer competitive salaries and benefit packages for all staff, that are applied fairly and transparently. This means we are unable to advertise the salary as it is dependent on the local job market of the staff member, we will inform shortlisted candidates of the salary range as part of the selection process.

About Relief International

Relief International (RI) works in 15 countries globally to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises, and chronic poverty.

Main purpose of the role

With the overall technical support from the Protection Coordinator and under the direct line management support by the Senior Program Coordinator, the Protection Coordinator will oversee protection program implementation in the Shan State.

Your role is to directly engage in program & budget management, monitoring, evaluation and learning, capacity building, team management, coordination and partnership and assessment. You will participate in the development of proposals and concept notes with the technical support from the Protection Program Coordinator.

Your role is to play a key role in driving the growth and expansion of RI's protection portfolio (Child Protection, PSS, PCAI, GBV). You will be supporting the implementation of PSEA policy and procedures and mainstreaming of protection across all RI's programs.

Your role is to ensure RI's partners (local CSOs) have attained protection mainstreaming in all the sub-grants they contract with RI. As a member of the Shan Senior Management Team, the you will contribute to RI's strategic engagement at the State level, focusing on both Humanitarian and Development initiatives. Your role will is also to broadly engage with duty bearers and work on evidence-based constructive advocacy.

You will ensure the RI's protection program is designed, guided and implemented based on globally set standards and guidelines along with the local Standard Operating Procedures and field manuals. As such, you promote the Child Protection Minimum Standards in Humanitarian Action, IASC-guidelines on Case Management and Child Protection, IASC-GBV guidelines, IASC_MHPSS guidelines, CHS, SPHERE, and others. You will uphold RI's values and principles while ensuring policies and procedures throughout the PCM.

Key Responsibilities

Accountability and Complexity

- Provides direct management and administrative support to the implementation of Child Protection, PSS, PCAI, and GBV interventions.

- Provides technical support for the child protection case management, and participate in the management of complex cases.
- Develops an annual program/project work plan and follow up the implementation of the plan.
- Ensures Protection projects are implemented in a timely and effective manner and are in line with project objectives and outputs.
- Ensures proper allocation of program/project resources and maintenance of appropriate controls at all levels with field staff.
- Provides regular and structured coaching and supervision support for the protection team. Maintains quality CP and GBV case management services, and ensures that CPIMS and GBVIMS are properly running to support the case management.
- Ensures that an integrated approach is promoted while managing child protection, GBV, MHPSS, and General Protection projects.
- Provides support to integrating/mainstreaming CP, GBV, MHPSS, and Protection monitoring in other sectors within RI.
- Ensures PSEA and CFRM are integrated/mainstreamed throughout the program management cycle.

Program implementation

- Develops a detailed project implementation plan (PIP), Procurement Plan and HR plan for new projects.
- Organizes regular monthly program meetings and follow up the implementation of action points generated from the program meeting.
- Ensures program management tools are properly utilized (for example, project implementation plans, action trackers, safety audits, etc.).
- Supports the development of procurement plan, HR plan and others as needed.
- Works constructively with support teams to ensure sound administrative practices with regards to recordkeeping, compliance with donor regulations, communications, etc.
- Ensures activities are completed on time, within budget, and achieve their objectives.
- Ensures GBV and CP case management are implemented as per the SOPs.
- Undertakes regular reporting of protection incidents and situations through PIMS, MRM, etc.
- Undertakes regular reporting of the cluster level 5Ws
- Support proper program/project closeout.

Budget management

- Undertake realistic program/project budget projections/forecasts.
- Ensure that budget spending is according to an agreed allocation by the donor.
- Communicate budget changes or needs immediately.
- Review and update monthly Budget versus Actuals (BvAs); check budget lines are properly charged to the respective activity lines; communicate to Operation/Finance if there is any discrepancy and misalignment of expense coding.
- Undertake budget revisions as necessary.
- Support the development of a master budget for the Protection program.

Supervision and teamwork

- Ensures staff duty of cares is properly implemented.
- Ensures regular and structured coaching and supervision including on the job-mentoring are conducted adequately.
- Oversee the administrative/management aspects of the protection program/projects including, but not limited to, writing job descriptions, interviewing and selecting staff, developing staff performance objectives, and conducting timely performance appraisals.
- Fill vacant positions on time.
- Promotes teamwork and positive collaboration.

- Organizes regular program and reflection sessions with the protection teams. Provides feedback to staff to ensure optimal performance.
- Addresses complaints immediately and/or immediately communicate complaints to the appropriate channel.
- Collaborates with other RI Project and Program teams.

Capacity building

- Identifies learning and training opportunities for staff and partners and work as a mentor and role model for less experienced staff.
- Develops individual and team capacity building plan
- Facilitates the implementation of the capacity plan.
- Creates platforms to share existing & new standards, guidelines, and manuals with the protection team.
- Provides on-the-job mentoring and coaching support by prioritizing staff needs.
- In collaboration with the Protection Program Coordinator, explores and discusses opportunities for deployment of senior staff to other parts of Myanmar to support protection program start-up, emergency response, fill gaps, and/or coach new staff.
- Ensures the RI-Protection unit plays a critical role in enhancing the workforce in the protection sector for example, by actively identifying and accepting job placements and coaching and mentoring interns

Partnership and Coordination

- Ensures RI's protection localization efforts are promoted.
- Map local CSOs/CBOs for coordination, collaboration and partnership, and initiates Organizational Capacity Assessment of local CSOs for potential collaboration and partnership.
- Leads the development, and implementation of partners' protection capacity development plan with the right local CSOs for enhanced collaboration and partnership on protection program
- Ensures that PSEA, child safeguarding and other relevant policies/code of conducts are adhered by the collaborating and partnering local CSOs/CBOs.
- Ensures protection program implementation is well coordinated with other sectors and support units.
- Coordinate with Government Departments particularly with the Department of Social Welfare (DSW).
- Represent RI in the Protection Cluster, Child Protection Sub-cluster, and GBV sub-cluster in Shan
- Strengthen coordination of RI's protection work with the relevant ministries, sectors, and other protection agencies working in RI's operational areas.

Monitoring, Evaluation, Accountability, Learning and Reporting

- Draft Monitoring, Evaluation and Learning Plan for new projects.
- Facilitates baseline, end-line studies, rapid need assessments/RNA.
- Organizes a joint program monitoring involving beneficiaries
- Ensures a high quality of implementation, and documentation of results and impact of RI protection projects in Shan.
- Ensures Protection related information is collected, stored, secured, protected, and shared with critical considerations of confidentiality, safety, consent, and other aspects of ISP.
- Ensures project products are maintained within the Relief International country program.
- Ensures internal and donor reports are prepared on time.

Management and leadership:

- Ensure the highest standards of behavior inside and outside of work promotes the values in RI's code of conduct and safeguarding policies
- Be a model for ethical conduct standards for other team members
- Embrace diversity, and model inclusive and equitable behaviour.

- Ensure own actions and the actions of the teams' members they manage do not adversely impact the safety of the RI team and the vulnerable communities we serve
- Ensure donors, partners and communities are aware of RI conduct and reporting mechanisms
- Ensure safeguarding is embedded in all the work we do
- Be responsible for ensuring a culture and systems in place for reporting
- Report any concerns

Behavior and conduct

- Ensures that behavior inside and outside of work promotes the values in RI's code of conduct and safeguarding policies
- Acts with integrity and holds themselves accountable for being respectful, inclusive and professional
- Reports any concerns

About You

You will bring the following experience and skills

Essential criteria

- University degree in Social Work, Psychology, Human Rights or other relevant fields
- Proven direct experience on Child Protection, Mine Action, GBV, MHPSS and General Protection
- Proven experience on CP and GBV case management.
- Proven experience in strengthening Community-Based Structures
- Proven experience in drafting field protection manuals, guidelines, SOPs.
- Proven experience in facilitating training, coaching and mentoring staff
- Experience on MRM, protection monitoring and reporting
- Effective time management and ability to meet tight deadlines.
- Excellent interpersonal skills with ability to communicate and negotiate clearly and effectively
- Ability to work under limited supervision and in a multi-task and high-pressure environment.
- Good command of MS Word, Excel, PowerPoint, emails, internet.
- Familiarity with key international standards for humanitarian interventions (e.g. Minimum Standards for Child Protection in Humanitarian Action, IASC Guidelines on Case Management and Child Protection, Guidelines for Integrating GBV Interventions in Humanitarian Settings, Inter-agency Guidelines on MHPSS, SPHERE, CHS, and PSEA).
- Ability to communicate with English and Myanmar languages.

Desirable criteria

- Knowledge of languages spoken in Shan State.
- Familiarity with CPIMS+

Research shows that women and those from marginalized ethnic groups are less likely to apply to jobs, unless they meet every single requirement. If you're excited about this role, but your experience doesn't align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!

How to apply : To apply for this post, click on the "[link](#)" button in the job advert page and send to hrrmm@ri.org, quoting "Protection Coordinator, Taunggyi" in the subject line. **Closing date: 4th June 2025**

- You will be asked to upload a CV and Cover Letter.
- The cover letter should be at least one page; three references check person with current supervisor and explain why you are interested in this post with Relief International and how your skills and experience make you a good fit.

As a humanitarian organization, Relief International is committed to the safeguarding of all those we come into contact with through our work. We are committed to the core humanitarian principles regarding prevention of sexual exploitation and abuse. Relief International expects all staff and volunteers to share this commitment and uphold the values and behaviors outlined in the Code of Conduct.