



TITLE: Project Assistant	
TEAM/PROGRAMME: Child Poverty	LOCATION: Shan
Number of Position: 2 positions GRADE: NAT- 5	CONTRACT LENGTH: Fixed Term
CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people <u>either</u> frequently (e.g. once a week or more) <u>or</u> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing vetting process staff.	
ROLE PURPOSE: Under the direct supervision of Project officer-TVET, the Project Assistant will be responsible for the successful management and day to day implementation of the Technical, Vocational, Education and Training project in Kayin, Shan and Kachin. This action aims to contribute to the inclusive development and wellbeing of children and youth by delivering demand-driven, equitable, and quality Technical Vocational Education and Training (TVET) opportunities in Shan, Kachin, and Kayin States, informed and led by the communities themselves. The Project Assistant will lead the day-to-day field implementation to achieve the project goal in their assign townships. This post holders will support overall field level day to day project implementation and coordination with PC to be successful implementation of project activities in project areas as planned.	
SCOPE OF ROLE: Reports to: Project Officer-TVET Staff reporting to this post: N/A Budget Responsibilities: Nothing Role Dimensions: Regular contact of basic information Travel: Regular	
KEY AREAS OF ACCOUNTABILITY: <ul style="list-style-type: none">• Support collection of baselines and endline survey data and other program relative assessment data collection and data entry• Assist to Project Officer/Senior Program Coordinator to facilitate the field level meeting for beneficiary selection as well as committee formation in community level• Take steps to ensure that the programmed benefits the more vulnerable families and assist in beneficiary selection in a participatory and transparent manner.• Ensure the field level implementation and training schedule is in line with targeted beneficiaries by managing the partner.• Assist the supervisor for monitoring of partner's work plan and budget estimation and develop weekly plannings, including transportation and other support needs• Day to day coordination with PM, PC, PO and partner directly through Project partner staffs in targeted areas	

- Support to supervisor for conducting field visit.
- Facilitate capacity building workshops, awareness sessions, review meetings and training sessions for variety of stakeholders.
- In coordination with MEAL staff conduct monitoring and documentation on progress of project activities in geographic area/s of assignment.
- Assist in procurement of materials, supplies and maintenance of project equipment and repair.
- Liaise with Township and village/Camp authorities, and departmental officials regarding the project activities as necessary and agreed with project and SCI management
- Ensure respective committees, parents and community members involve in participatory monitoring and evaluation process
- Assist during donor monitoring and senior management visits as well as consultant/technical support visits to the field site.
- Provide information about Save the Children's Child Safeguarding Policy and Code of Conduct and ensure compliance of these policies to all program beneficiaries age-appropriate verbal or written information in relevant languages.

Staff Management

- Conduct Performance Evaluation of Community facilitator (CFs) and set their performance targets
- Conduct regular staff and field level partner meetings.

Child Safeguarding Responsibilities

- Ensure that all beneficiaries of your program are receiving ongoing, age-appropriate verbal or written information in relevant languages about Save the Children's Child Safeguarding Policy and Code of Conduct.

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity
- Always acts in the best interests of children

EXPERIENCE AND SKILLS
Essential

- At least 2 years thematic experience in TVET and Youth Skills Development or related field
- Completion of university, preferably in development or related field (University Degree in relevant field is preferable)
- Experience working in Youth Skills Development and TVET in Kayin State will be advantages
- Professional working experience with international organizations preferable
- Skilled in coordination and building relationships with local authorities and community leaders
- Proven team working ability
- Ability to communicate in Myanmar and local language is highly desirable
- Good communication, monitoring and planning skills and computer skills
- Ability to live and travel in remote locations, and ability to speak local language/s
- Interest & willingness to learn from community members and stakeholders
- Good people management skills/experience and proven ability to create an environment which encourages team-working and motivates a team across various geographical areas.
- Commitment to and understanding of Save the Children's aims, values and principles.
- A commitment to children's rights, children's participation and non-discrimination

Desirable

- At least 3-year experience in related field (Project Assistant and OW/ Community Facilitator level)
- Excellent personal organizational skills, including time management, and ability to meet deadlines and work under pressure
- Willingness to travel to field offices and work in difficult environment according to travel requirements
- Relevant Significant people management skills/experience and proven ability to create an environment which encourages team-working and motivates a team across various geographical areas.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All staff has an obligation and a responsibility to:

- Ensure they fully understand the provisions of the Child Safeguarding Policy, the Code of Conduct and Local/Country Procedures.
- Conduct themselves in accordance with the rules of the Child Safeguarding Policy, in their personal and professional lives – which includes reporting suspicions of child abuse.
- Ensure the way they are carrying out their work is not putting children at risk (or further risk) – this means constantly scrutinizing their work through a child safeguarding lens and talking to children about possible design/implementation “flaws”.
- Promote the message of child safeguarding to colleagues in other organizations and government ministries, children in their own and beneficiary families, and community members in general.
- Be vigilant about observing possible child abuse/harm in their personal and professional lives.

All managers have the above responsibilities as well as ensuring

- Their staff are doing the above.
- That child safeguarding is integrated and given a “voice” in all management processes including recruitment, induction, performance management, team meetings, annual planning processes, field level monitoring, etc.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Interested and qualified candidates are invited to apply an Application Letter and Curriculum Vitae to the link below:

[Click to apply](#)

Closing Date: 25 Apr 2025 (Friday), 5:30 PM

User Guide for Applicants at SCI >> [Click here](#)

Candidates are also requested to mention in the applications if there is, blood/marriage relationships with the existing Save the Children employees. No requirement of photo or copy of certificates and only short-listed candidates will be contacted.