

Save the Children is the world's leading independent organisation for children. It is a dual mandate organization and focuses on development and emergency response. We are currently working in 120 countries around the world touching the lives of 125 million children. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children has been working in Myanmar since 1995. Our programmes include Maternal and Child Health, Nutrition, HIV/AIDS, WASH, Education, Food Security and Livelihoods, Child Protection and Child Rights Governance and Humanitarian Responses in across the country.

Save the Children offers attractive salary including non-salary benefits which consists of paid medical benefits, various leave benefits, accident insurance, severance and other allowances.

We are currently inviting motivated and talented individuals to apply for **Project Officer** position based in Mabein, Northern Shan State. Please see the following detailed information.

SAVE THE CHILDREN INTERNATIONAL
VACANCY ANNOUNCEMENT
(FOR MYANMAR NATIONAL ONLY)
ROLE PROFILE

TITLE: Project Officer	
TEAM/PROGRAMME: Programme / Health	LOCATION: Mabein, Northern Shan State
Number of Position: 1 GRADE: NAT 4	CONTRACT LENGTH: Fixed Term
CHILD SAFEGUARDING	
Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> 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 the vetting process staff.	
ROLE PURPOSE	
Project Officer (PO) is the team leader for Mabein township, Northern Shan State, he is responsible for planning, implementation, monitoring and evaluation of intensified malaria prevention and control project activities funded by GFATM, under GC 7 regional malaria grant with the support from project coordinator based in Mongmit township under the guidance of Program Manager based in Lashio, Northern Shan State.	
In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.	
SCOPE OF ROLE:	
Reports to: Project Coordinator Direct reports: Project Assistant Budget Responsibilities: When delegated External Representation: Regular contact of basic factual information Travel: Frequent (over 8 days per month)	
KEY AREAS OF ACCOUNTABILITY	



Program Management

- Together with the Project Coordinator, responsible for activity planning, implementation, and review to ensure the achievements of malaria project outputs are in accordance with project's objectives, approved budgets and logical framework.
- Conduct, lead and facilitate the trainings, meetings, workshops, and skill building activities for malaria volunteers, targeted beneficiaries, and other relevant stakeholders.
- Technical support to Integrated Community Malaria Volunteers (ICMVs) including for malaria case-based reporting mobile application.
- Conduct regular and effective monitoring visits to assigned project villages and report the findings to supervisor with action plan.
- Responsible for health education sessions, behavior change communication and awareness raising activities at the village level including training of community health volunteers.
- Responsible for encouraging community participation in health activities to ensure long term ownership and effectiveness of the program.
- Coordinate with local authorities in their area of jurisdiction.
- HR management on the project staff of assigned township, provide them with support and guidance in their professional activities to ensure successful project implementation.
- Assist the Project Coordinator to ensure that project inputs are provided in a timely manner; procure/ arrange for project supplies and materials as needed.
- Support the team in developing work plans (monthly and weekly) including setting targets and objectives for the team, and regular follow-up.
- Remain in close contact with the Project Coordinator for all project-related matters.
- Assist in developing training manuals and IEC materials.
- Assist the Project Coordinator with periodic and other reporting including provision of primary data and other related documents in an efficient and timely manner.
- Collect program data for operations research as needed.
- Monitor and document the progress of project activities in assigned township.
- Prepare and submit regular internal and external reports on the project.
- Participate in the recruitment of project staff.
- Appraise the performance of junior project staff, identifying training needs and promoting a learning environment for them including ensuring a reference set of training materials is both on hand and up to date.
- Assist the Project Coordinator in staff capacity building and team building activities.
- Together with the Project Coordinator, ensure that project resources are used optimally and that expenditures comply with internal controls set by the Finance/Grants Units.
- Assist the Project Coordinator in budget projection, budget phasing and review in line with project activities.
- Act as delegated budget holder when assigned by line manager.
- Responsible for timely and adequate supply of essential drugs, diagnostics, and other consumables to the malaria volunteers.
- Assist the Project Coordinator in facilitating the donor and senior staff visits to project sites.
- Coordinate and collaborate with township NMCP focal persons and participate in malaria elimination activities such as malaria case reporting and investigation.
- Organize for identification and mapping of MMEVs of assigned townships in regular interval and apply the collected data and information for project planning to fill service gaps of those populations.

Coordination and Representation

- Ensure all relevant authorities, including Non-State Actors are informed and included in the planning and implementation of programs as appropriate.
- Actively network with Township Health Department, BHS and other organizations involved in



malaria control to share experience and learning.

- ICMV training, volunteer supervision and active case detection activities etc.
- Prepare periodic work plans and reports as necessary in a timely manner.
- Assisting documentation of process and impact of the programas needed.
- Ensure tha the field team receives up dated safety and security (S&S) training and knows and uses the S&S guidelines.
- Ensure the entire project staff abide by the Do No Harm approach to programming at all times and comply with Save the Children policies and guidelines.
- The candidate must have the flexibility of responsibility according to the project's needs.
- i.e., SCI is working in a constantly changing humanitarian and development aid environment, reasonable specific work duties may be requested that may not fit intothe above responsibilities, but which will help promote over all programs goals and aims.

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

PERSON SPECIFICATION

- University graduate with any health-related subject is preferable where other bachelor degree with relevant technical skills and knowledge can apply.
- At least 3 years working experience in health programs and in public health programs, preferably Malaria Control/Elimination program.
- Experience and/ or knowledge of effective financial and budgetary controls for funds intended for areas of jurisdiction.
- Proper English communication skills, both written and verbal.
- Excellent personal organizational skills, including time management, and ability to meet dead lines and work under pressure.
- Ability to drive motor bike safely and Willingness to travel and night-stop at field project villages, and work in difficult and challenging working environments with limited support.



- Experience and knowledge of computer software including Microsoft Word and EXCEL.
- Good people management skills/experience and proven ability to create an environment which encourages team-working and motivates a team.
- Sensitivity to the cultural & political environment, and ability to learn.
- Adaptable and practical, diplomatic skills and behaviors.

General:

- Ability to work collaboratively with colleagues across the organisation developing effective working relationships to deliver outstanding results for children
- Commitment to and understanding of Save the Children's aims, values and principles.
- Willingness and capability to comply with all relevant Save the Children policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies, including the Child Safeguarding Policy

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 here To Apply](#)

Closing Date : 12 July 2024 (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.