

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 the **Project Assistant (Child Protection/ MHPSS)** position based in Hpa-an Area Office. Please see the following detailed information.

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

TITLE: Project Assistant (Child Protection/ MHPSS)	
TEAM/PROGRAMME: Programme Implementation	LOCATION: Hpa-an, Kayin
Number of Position: 1 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 the vetting process staff.	
ROLE PURPOSE: Save the Children is a lead organization working in partnership with a local NGO to implement a primary health care project (PHC) in Kayin state. In this PHC project, SCI increases its focus on implementing CP/MHPSS activities within the targeted areas by supporting Partners, Civil Society Organizations (CSOs), Community-based health workers (CBHWs), Village Health Committees (VHCs) in delivering CP/ MHPSS-focused activities and training in the targeted communities.	
SCOPE OF ROLE: Reports to: Project Officer (CP/ MHPSS) Staff directly reporting to this position: Nil Role Dimensions: Maintain strong collaboration with the partner and CSOs Budget responsibility: No financial approval Travel: Frequently (Over 10 days per month) if situations become favourable.	
KEY AREAS OF ACCOUNTABILITY : <ul style="list-style-type: none"> Responsible for effective community mobilization, carrying out community-based field activities according to pre-defined work plans. 	



- Assist the supervisor in field implementation, preparing work plans, and budget estimation for the activities.
- Assist the supervisor with collaboration with Child Protection Program, provide capacity-building sessions to the project team, PHASE-M partners, CSOs, CBHWs and VHCs on risk prevention in child protection and to identify children needing case management in order to facilitate a community-led approach at project locations.
- To conduct CP/MHPSS awareness in the community, community-led & resource centre-based engagement sessions through CSOs and psychoeducation sessions to VHCs.
- To facilitate CP/ MHPSS-related training for CSO staff, CBHWs and VHC members.
- Build positive relations with local residents, CSOs and village authorities as necessary.
- Assist Project Officer in conducting assessments/surveys at target areas.
- Keeps activity records and proper documentation according to project needs and requirements.
- Assist the Project Officer in developing IEC material and creating content for key messages regarding CP/MHPSS.
- Collect relevant data and information and report to the supervisor in a timely manner.
- Assist in procurements of project-related items and IEC materials and set up distribution plan together with the Project Officer.
- Provide unwavering support to the line manager and perform any project-related tasks the supervisor assigns.

Child Safeguarding Responsibilities

- Provide Save the Children's Child Safeguarding Policy and Code of Conduct to increase awareness and ensure compliance with these policies to all program beneficiaries by age-appropriate verbal or written information in relevant languages.

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



QUALIFICATIONS, EXPERIENCES AND SKILLS

- Any Bachelor's degree. Preferable health-related or Child protection background and MHPSS.
- At least one year of experience in relevant thematic areas.
- Well understanding of the local text in Kayin State is highly desirable.
- Ability to communicate in local languages will be an asset.
- Good communication and facilitation skills and ability to work with the team.
- Active and able to work under challenging situations.
- Willing to travel to remote and hard-to-reach areas and work for the vulnerable population.
- Fair English communication skills, both verbal and written.
- Computer literate (Microsoft 365)
- Commitment to the values, mission and principles of Save the Children.

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:

To apply: [Click Here](#)

Closing Date: 1 July 2025 (Tuesday) 5:30PM (MMR Time)

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.

Remark: For those who failed to mention or incorrectly mention the apply position title, Programme/Sector name and location in their applications, we will consider those as disqualify and we will not consider for short list.