

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 Coordinator (EiE)** position based in Magway, Northern Shan Area. Please see the following detailed information.

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

TITLE: Project Coordinator (EiE)	
TEAM/PROGRAMME: Programme Implementation	LOCATION: Magway, Northern Shan Area
Number of Position: 2 GRADE: NAT-3	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 This position will be the main focal person for the Education project, which will provide an integrated response to the needs of children and host communities at Northern Shan/Magway. This position will be under the managerial support of the Program Manager/ Area Program Manager and will receive technical support from the child Basic Education Advisor and Training Coordinator. The position will have responsibility for organizing capacity building workshops, coordination with partners, for strengthening partnership approach and for the overall management support. S/he will take a strong role in working with local authorities at both township and state level and will be responsible for regular coordination with relevant stakeholders including education official at township, region and state level. The Education Project Coordinator will contribute in the project planning, coordination, recruitment and procurement process of integrated project. The post holder should provide significant mentoring and capacity building to staff and partners to implement activities in line with proposal. The successful candidate should possess higher level of motivation and commitment to work with Internally Displaced People and flexibility to work in an insecure and volatile context.	



SCOPE OF ROLE:

Reports to: Program Manager/ Area Program Manager

Direct Reports: NA

Financial Approval: When delegated

External Representation: Interpersonal contact regular and varied, involves work with teacher training colleges and government ministry and representation at technical working groups and township level and donor visits.

Travel: Frequent (over 10 days per month)

KEY AREAS OF ACCOUNTABILITY

Programme Management

- Assist the Programme Manager/APM in education to ensure the timely, efficient and effective delivery of a high quality, inclusive education activities.
- Assist the Programme to ensure implementation of project activities in accordance with the work plans and budgets, through regular guidance and field monitoring.
- Ensure the cooperation with the program coordinator (CP) and all project staffs to be integrated and effective program implementations.
- Identify and discuss opportunities for innovation for the program with the Programme Manager/APM and the respective project team members.
- Provide recommendations to the Programme Manager in terms of needs for capacity building for project and partner staffs and program implementation and innovative and alternative approach
- Coordinate with the Program Manager for the effective coordination with the relevant departments in the township and state level for program implementations
- Ensure all project data/documents are properly recorded and support the analysis of data collected through high quality reports by work closely with other program coordinators, M&E officer and project officers.
- Work closely with the training team and education advisor in the development of training modules and deliver trainings.
- Organize and deliver training for government counterparts, programme staff, partner staffs, and other agencies etc.
- Support the programme team's efforts at maintaining and increasing the technical quality of the project and the capacities of the implementation team.
- Travel to the field to support the partner staff in building their capacity in Education and in conducting Education trainings with the educational officials.
- Support compliance to systems and processes for planning and reporting to members and donors.
- Lead on the development of relevant IEC materials for Education.
- Deputize for the Programme/Program Manager if requested to do so, and perform other tasks as assigned by Programme/ Program Manager.

Partnership Coordination

- Coordinate with APM/PM and Project Officer (Project Support) for partnership relationship for Education program
- Leading and communicating among APM, PM, Project Officer (Project Support) and partnership members concerning partnership information
- Helping and supporting in budget phasing process of partner organization depend on approval amount.
- Supporting day to day functions for partner organization's activity implementations through APM and PM delegations.



- Coordinate for partnership management in Education program by collaboration with respectively Shan and Magway regional based Program Lead.
- Monitoring to partner sites together with related program leads and Support units.

MEAL

- Work closely with the MEAL Officer to ensure that programming data and information with evidence based and that MEAL plans are in place for each program and are being followed.
- Supports the APM/PM for monitoring approach using SC's Quality Benchmarks
- Supports to APM/PM and relative partnership members in identifying and adapting Quality Benchmark indicators of Education program
- Responsible for development and update of "program tracking tool", including locations and interventions across all sectors

Documentation and Reporting

- Document all important stages of the program related with Inclusive Education in consultation with the Program/ Project managers.
- Prepare high quality reports for submission to member and donor.
- Ensure that all activities are well documented including case studies.

Coordination and representation

- Organize and participate in field visits by donors or other organizations.
- Establish and maintain effective relationships with key programmatic counterparts, including donor representatives, community representatives, and regional (State) officials.
- Maintain good relationships with relevant line ministry and other working groups.

Communications:

- Ensure high quality, accessible information about the project is available for internal and external audiences about Inclusive Education activities.
- Representing Save the Children in all IE related working groups.
- Ensure effective communication with all the townships and ensure consistency in project implementation.

Child Safeguarding Responsibilities

- Develop and pilot practical day-to-day approaches to increase awareness, commitment and interest in child safeguarding amongst staff members.

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 , EXPERIENCE AND SKILLS

- At least 4 years' experience in working in education or related field. Experience of working in Inclusive Education is an advantage.
- Bachelor's degree in education or a related field. Ideally a post graduate qualification in a relevant field and/ or professional qualification in inclusive education or related field.
- Must be Excellent in English communication skills, both written and verbal and ability to write reports in English - communications skills in ethnic languages (Shan/ Ta'anng) is considered as an asset
- Excellent training, facilitation, and communication skills.
- Excellent personal organisational skills, including time management, and ability to meet deadlines and work under pressure.
- Willingness to travel to field offices and work in difficult environments according to travel requirements Relevant significant people management skills/experience and proven ability to create an environment that encourages teamwork and motivates a team across various geographical areas.
- Ability to work collaboratively with colleagues across the organisation developing effective working.
- 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 : 28 May 2025 (Wednesday), 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.