

Kan Lint Yaung Chi

Job Profile

(For Local Person Only)

Job Title:	Program Officer (1 position)
Department:	Education
Location:	Magway Region
Duration:	1 Year (Potential Extension)
Project Name:	Child Development
Reports to:	Program Coordinator
Directly Reporting to:	Nil

Organization Profile Summary:

Kan Lint Yaung Chi (KLYC) is a non-profit, non-discriminatory LNGO dedicated to providing child rights training and enhancing the capacity of community-based organizations and civil society organizations in areas where children's rights are being severely violated, to focus children's issues more widely and for the best long-term benefit to children, based on the four child rights principles. KLYC focuses on Child Protection Project, Education Projects, Safe Migration and Anti-trafficking Project, Livelihood Project, WASH project, Disaster Risk Reduction Project, and Capacity Building for Community-Based Organizations.

Job Purpose:

The Program Officer will be responsible for supporting the quality implementation of Child development (Education) activities to provide a protective environment for targeted children in Project areas, Magway Region. The Post Holder will focus on planning, implementation, and monitoring of project activities with participation and assistance from team members while conducting technical support training for Community Facilitators and Volunteers in target areas. This is a full-time position in the field, based in Magway Region.

Key Accountability:

- Assist in the planning, implementation, and assessment of Project activities for children, including psychosocial and recreational activities.
- Upgrading of a community center with gender and disability-sensitive WASH facilities, handwashing stations, ramps, and renovation based on needs identified.
- Maintain communication with community leaders and members, Facilitators, volunteers, and Library Facilitators.
- Provide gender-sensitive Teaching and Learning Materials for adolescents, including motivational items to encourage their learning.
- Provide capacity-building training to Community Facilitators and volunteers. Provide awareness sessions for children, parents, and community members on Parenting Education, Positive Discipline, and others related topics.
- Provide awareness of mental health and psychosocial support to children and families.

- Keep track of project activity and provide field visit reports on a regular basis.
- Support the effective and efficient implementation of Project activities.
- Work with the project team to coordinate planning.
- Lead and support Community Facilitators and volunteers in project and activity planning.
- Seek assistance from the Program Manager and Program Coordinator when necessary.
- With technical assistance from the Program Coordinator, assist in the implementation and monitoring of the Child Development project in targeted villages.
- Ensure that planned project activities are implemented as per the project plans.
- Perform regular monitoring visits to the project implementing fields as necessary.
- Produce project activities reports and field monitoring reports in a timely manner.
- Support the PC to ensure agreed targets are met and project outcomes are achieved within timeframes and ongoing coordination with relevant stakeholders at the local and state level.
- Any other duties and tasks assigned by supervisors.

Requirements

- A high-school diploma (must be passed high school) is required.
- Experience in performing assigned duties and excellent organizational skills in Social work and preferably in working on community-based activities or projects.
- Experience in working and collaborating with different stakeholders.
- Strong communication and interpersonal skills.
- Understanding of the Local context and protection issues of conflict-affected children.
- Ability to work as part of a team.
- Capacity to facilitate training and workshops for children and communities.
- Willingness to travel to the field on a regular basis.
- Ability to work under pressure, individually or as part of a team, and meet deadlines.
- Ability to use MS Office software (Word, Excel)
- Prefer Local people.
- Willingness and capability to follow all relevant Kan Lint Yaung Chi policies and procedures pertaining to safety, security, equal opportunities, and other relevant policies, including the Child Safeguarding and PSEA policies.

How to apply:

Interested and eligible applicants should send a cover letter, a full CV, and the names and contact information for at least two references to

klyc.humanresources@gmail.com
not later than 5 p.m on the 29 May 2025.

Please note:

- Late applications will not be considered.
- Only shortlisted candidates will be contacted.
- Kan Lint Yaung Chi is committed to the well-being of children together with Gender Equality and do not tolerate child abuse and sexual harassment.
- Reference & background checks will be performed for successful candidates.
- If you have a relationship with someone who works at KLYC, please include that information in your resume or CV.