

## VACANCY ANNOUNCEMENT (Tdh-036-2025)

<b>Position</b>	<b>: Project Assistant</b>
<b>Project</b>	<b>: Nutrition Project</b>
<b>No. of position</b>	<b>: (3) positions</b>
<b>Location</b>	<b>: Based in Yangon (with frequent travel to Implementation area)</b>
<b>Duration</b>	<b>: Six months (Possible extension based on fund available)</b>
<b>Supervisor</b>	<b>: Project Officer</b>

**Terre des hommes (Tdh)** is the leading Swiss child rights organisation. Since 1960, Tdh stands together with children to uphold their rights, protect their lives and improve their well-being with a focus on those most exposed to risks. Tdh is making a positive impact in children's lives through innovative programmes focused on health, migration and access to justice. Active in more than 30 countries, Tdh works with its own teams and/or local and international partners. In 2023, Tdh supported 2.1 million children and members of their communities, and trained people who in turn supported a further 3 million people.

For more detailed information, please visit our website at:

<https://www.tdh.org/en> and <https://www.tdh.org/en/digital-library/documents/two-pager-myanmar>

### **Overview:**

Under the direct supervision of the Project Officer, he/ she is responsible for assisting the field level implementation of Nutrition Project in the targeted area of Yangon and other project implementation area.

### **MAIN RESPONSIBILITIES:**

#### **1. Project Implementation and Project cycle management**

- Assist project implementation together with other project team members and respective local actors in the selected areas.
- Assist and support in development of training guidelines, tools/manuals and IEC materials in coordination with project officer, project manager and team members
- Develop and apply common standards, tools, and practices for planning, implementation, monitoring, learning, and reporting.
- Develop monthly workplan for field level implementation activities, the identification of eligible beneficiaries especially pregnant women and children under 2 years, household level vulnerability assessment, registration, and verification processes together with Project Officer and Community Mobilizers
- Assist Project Officer in close collaboration with MEAL team for household vulnerability assessments, registration, enrollment processes, participant list preparation, and regular database updates according to SOP and local contexts.
- Plan and organize monthly protection awareness and SBCC sessions together with community mobilizers and in close coordination with local volunteers/actors.

- Lead and implement distribution monitoring and post-distribution monitoring/follow-up visits to households of the programme participants/beneficiaries to ensure the effectiveness of the assistance
- Assist and support capacity development for community mobilizers and volunteers in respective and thematic areas.
- Technical support and supervision on planning, organizing and implementation of field level activities undertaken by Community Mobilizers
- Ensure to promote and enhance community participation and engagement in the programme
- Assist Project Officer and MEAL assistant in handling of effective and efficient community's complaint and feedback response mechanism
- Build and maintain strong partnership with local CSOs, volunteers, and other local actors to respond to evolving needs of affected households.
- Coordinate and collaborate with Child Protection teams to be effective implementation of coordinated response.
- Assist Project Officer in preparing monthly progress reports for donors and others, including data entry, data processing, data analysis, and presentation, together with the MEAL team.
- Contributes to the development and implementation of innovations in his/her specialty and contributes closely to their dissemination to teams and other colleagues.
- Any other tasks assigned by responsible line manager/supervisor.

## **2. Finance Management**

- Prepare monthly financial plan according to planned programme activities for a particular month together with Project Officer
- Assist to examine budget vs actual reports on a monthly basis in order to monitor expenses in good time and guide future spending and allocations in field of activity.
- Ensure effective budget management and administration of project finance.

## **3. Communication, Coordination and Supporting as Liaison**

- To excellent communication with strong interpersonal skills and able to deal with key stakeholders, local volunteers and communities.
- To maintain good relationship with local key actors including volunteers, INGOs/NGOs/CBOs in project area.
- To work closely with Finance and Logistic Department for smooth processing of project implementing activities.
- To support the Project Officer to effectively liaise all monitoring visits by senior staffs or donors

## **4. Reporting**

- Prepare and submit narrative progress reports for monthly activities, training, assessments, surveys, field trip to Project Officer.

## **5. Values**

- In his/her professional activities, adhere to the values of Tdh: commitment, ambition, respect, and courage.

## 6. Child Safeguarding Policy and Operational Risk Management

- Comply with the Global Code of Conduct and Child Safeguarding Policy of Tdh.
- Report any observed breaches of this policy during professional activities, including proven or suspected offenses and preventive breaches.
- Commit to other Risk Management Policies, including the Safety and Security Plan, Anti-Fraud Policy, and Whistleblowing Policy.
- Ensure the best possible implementation of Terre des hommes-Lausanne risk management policies in Myanmar.
- Inform the line supervisor and focal persons and address any cases, allegations, or potential transgressions of Tdh Risk Management Policies.

## 7. Other Duties

- Undertake such additional tasks as may be required, especially when urgent action is required to respond to emergencies or to requests from delegation level, regional or HQ level or donors.
- Respect and implement this job description which may be amended by consent of Country Representative in order to reflect and correspond to future changes and developments in the Tdh-L country programme.

### Requirements:

- Any bachelor's degree, preferably in social science or public health.
- At least 3 years experiences of working in INGOs/NGOs especially in humanitarian program such as protection in emergency, shelter/NFI, food security and nutrition.
- Working experience and familiar with Myawaddy Township.
- Sound knowledge of GBV, child protection, EORE, safe migration and trafficking, NFI distribution and primary health care including maternal, child health & nutrition.
- Sound knowledge of data collection, data entry and data report.
- Experiences of working in humanitarian crisis/emergency setting and/or peri-urban areas.
- Strong communication and analytical skills.
- Competent in both English and Burmese.
- Competent in Microsoft Word, Excel, and Power Point.
- Ability and flexibility to travel short visits to other project areas as necessary.
- Ability to work under pressures both physically and mentally.
- Ability to travel to affected project areas as needed.

**Tdh-L is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender. Women, LGBTIQI and People with disability are also encouraged to apply.**

**How to Apply and Submission of Expression of Interest:** Please send: (1) a cover letter indicating your motivation **AND** salary expectation: (2) a current resume (CV) with contact information of **three** professional references (your two former work supervisors and one of HR Manager) to Human Resources Department through <https://ee-eu.kobotoolbox.org/single/hchWSy0f> no later than **by 5:00 pm on June 6, 2025**. Only shortlisted candidates will be contacted.