

VACANCY ANNOUNCEMENT (Tdh-050-2025)

Position	: Project Assistant
No. of position	: 3 positions
Location	: Based in Hlaing Thayar Township, Yangon
Supervisor	: Project Officer
Direct Reports	: Nil
Field Ratio	: 70%
Office Ratio	: 30%

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 field level implementation of CSO strengthening project titled “accelerating the growth of community-owned initiatives to meet the essential needs of vulnerable residents” in Hlaing Thayar township, Yangon.

MAIN RESPONSIBILITIES:

1. Project Implementation and Project cycle management

- Work under the supervision of the Project Officer to implement CSO strengthening project particularly in child protection, health, WASH & nutrition activities.
- Facilitate and assist in competency assessment of individual CSO members and capacity assessment of organizational (CSO) level.
- Assist and participate in development of training guidelines, tools/manuals, and IEC materials in coordination with consortium partners, programme managers, project manager, deputy project manager and team members
- Facilitate and assist in capacity development training to ensure the proper understanding of manuals, procedures, and tools and strengthening the technical competencies of CSOs and members.
- Technical support on capacity development of CSO members in thematic areas of child survival and development (child right, child protection, case management, maternal and child health, nutrition, and WASH)
- Assist Project Officer to develop monthly work plan, monitoring and evaluation plan to ensure the quality.
- project deliveries in line with strategic plans of the project

- Facilitate regular mentoring and coaching visits to CSO members to assess and identify the competency gaps of each member.
- Facilitate and assist CSOs on development of community-led pilot actions and work plans.
- Assist Project Officer to support and ensure CSOs manage the small grants in line with donor and Tdh's requirement.
- Coordinate with other stakeholders and consortium partner staff as necessary
- Coordinate and collaborate with other Child protection, Health, WASH and Nutrition teams, and to help support each other as necessary.
- Implement and maintain effective and efficient community's compliant/feedback and response mechanisms (CFRM) with the support of MEAL team.
- Assist to organize and facilitate CSO cross exchange & learning visits and donor visits.
- Participates in defining and ensuring the implementation of the 2021-2024 Myanmar country strategic plan for his/her field of expertise.
- 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. Developing, Implementing and Evaluating Trainings

- Assist in development of training curriculum, agenda, and tools for respective and thematic areas – child protection, maternal, child health, nutrition & WASH.
- Facilitate the capacity development training especially for CSO members and volunteers and prepare training report, including evaluation of the training.
- Prepare power-points and IEC materials as necessary adapting to suit the local context.

3. Finance Management

- Prepare monthly financial plan according to planned programme activities for a particular month.
- Assist in drawing up monthly estimates for project expenditure with Project Manager
- Assist in 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.

4. Communication, Coordination and Supporting as Liaison

- To excellent communication with strong interpersonal skills and able to deal with local 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.

5. Reporting

- Prepare and submitting reports for monthly activities, training, assessments, surveys, field trip to Project Officer

6. Values

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

7. Child Safeguarding Policy and Operational Risk Management

- Comply with Tdh-L's Safeguarding Policies (Child Safeguarding, PSEA and Staff Misconduct)
- Comply with Tdh-L's Safety and Security Policy and Anti-Fraud and Corruption Policy
- Report any breach in policies during his/her professional activities
- Undertake to ensure that these policies are implemented as successfully as possible in the organization and in the areas for which he/she is responsible.

8. Others

- Undertakes 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.
- Respects 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.

Qualifications and Experience:

- Bachelor's degree in social science or public health
- At least 2 years experiences of working in INGOs/NGOs especially in child protection and/or primary health care programmes
- Sound knowledge of social protection policy, primary health care especially maternal, child health & nutrition
- Sound knowledge of data management, data verification/validation, data analysis and data presentation
- Experience of, and commitment to, working through partners and contributing to partnership strategies at large
- Experiences of capacity building and strengthening CSOs
- Experiences of working in humanitarian crisis setting and/or peri-urban areas
- Ability and flexibility to travel short visits to other project areas as necessary.
- Strong communication and analytical skills
- Competent in both English and Burmese
- Competent in Microsoft Word, Excel, and Power Point

Tdh-L is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender.

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/e5xVYHaT> no later than **by 5:00 pm on Friday July 18, 2025**. Only shortlisted candidates will be contacted.