

VACANCY ANNOUNCEMENT (Tdh-025-2025)

Position	: Social Work Officer
Project	: Child Protection in Emergency (CPiE)
No. of position	: (4) positions
Location	: Based in Mandalay, Myanmar (with frequent travels to project areas)
Duration	: One Year (Possible extension based on fund available)
Supervisor	: Social Work Supervisor

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:

The Social Work Officers will assist the CPiE interventions within the project area. They will provide support to the Social Work Supervisor in areas such as funding submissions, recruitment, and technical implementation as required by the project. Furthermore, they will ensure the proper execution of activities in each project location, in alignment with the logframe and workplan.

MAIN RESPONSIBILITIES:

- Collaborate with the Social Work Supervisor, Community Mobilizers, and other relevant technical sectors to ensure a timely, proportionate, and effective CPiE response.
- Work closely with child protection committee members and Community Focal Points to address child protection concerns within their respective communities.
- Organize and coordinate monthly child protection committee meetings to ensure community-based child protection concerns are effectively addressed.
- Provide technical and managerial leadership for the Case Management aspect of the project, in line with best practices and Plan policies, with a focus on a child-centered, community-based approach.
- Collaborate with Community Mobilizers to identify children in need of care and protection, making appropriate referrals.
- Ensure proper case management for all registered children, following up on cases and preparing them for case discussions and management meetings.
- Conduct regular Plan case review meetings and conferences to assess progress, integrate lessons learned, and enhance the case management system; participate in Best Interest Determination processes as appropriate.
- Lead, train, and provide technical support to the entire case management team in collaboration with the Social Work Supervisor.
- Coordinate with other child protection agencies and Mental Health and Psychosocial Support (MHPSS) service providers on case management efforts.

- Partner with the Social Work Supervisor to conduct training for partner staff, relevant ministry personnel, and other stakeholders.
- Ensure ongoing communication with the Social Work Supervisor to integrate child protection in emergencies priorities into program design.
- Provide basic PSS (Psychosocial Support) to vulnerable children, ensuring that community focal points are equipped to provide these interventions in Child Friendly Spaces (CFSs) and local communities.
- Ensure that all activities under supervision adhere to Plan's obligations for beneficiaries, staff, and stakeholders, in compliance with the CPiE minimum standards, ensuring high-quality supervision and accountability.

Program Implementation and Development

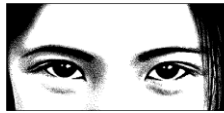
- Identify and document gaps in service provision for children, with particular attention to Unaccompanied and Separated Children (UASC). Proactively refer these gaps to the appropriate stakeholders, advocating for solutions in coordination with the Social Work Supervisor.
- Work closely with the Community Mobilizer to ensure the vulnerabilities of identified and registered children are addressed, involving the community where necessary to ensure the child's best interests are upheld.
- Establish and maintain a regular system for project evaluation and progress monitoring, utilizing both qualitative and quantitative indicators. Use data collection to inform program adjustments, regular reporting, advocacy efforts, and the development of new programs.
- Collaborate with the CP sub-sector at the field level to ensure that strategic planning for activities includes adequate, child-centered solutions.

Staff Supervision & Development

- Directly supervises Community Mobilizers and Community Focal Points, providing leadership and direction.
- Foster open, professional relationships within the team to cultivate a strong sense of teamwork and offer continuous oversight and guidance to help staff succeed in their roles.
- Ensure the timely completion and submission of regular project reports and annual performance evaluations as needed.
- Provide training, support, and ongoing capacity-building opportunities for community Mobilizers/volunteers, focusing on child protection and related areas.
- Ensure adherence to all Plan policies, as well as international Minimum Standards for Child Protection and Case Management.

Monitoring & Reporting

- Conduct regular participatory assessments and feedback surveys with client communities to inform program improvements.
- Ensure accurate documentation and timely sharing of identified and registered cases with the MEAL Officer.
- Provide inputs for and consolidate weekly, monthly, and quarterly progress reports on Case Management activities, including field operations, trainings, and meetings.
- Maintain robust oversight, quality control, and reporting systems to support continuous field monitoring and adaptive program management.
- Contribute to the preparation of high-quality reports for Plan and donors, highlighting activities, key indicators, achievements, best practices, and lessons learned.



Coordination & Representation

- Proactively establish and sustain strong working relationships with key stakeholders, including donors, government authorities, UN agencies, international and local NGOs, and other relevant actors.
- Consistently participate in Child Protection (CP) Sub-Cluster and Mental Health and Psychosocial Support (MHPSS) Working Group meetings at both Township levels to support coordination of case management and psychosocial support efforts across agencies.

Values

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

Child Safeguarding Policy and Operational Risk Management

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

Requirements:

- University degree and experience in social work and child protection.
- A minimum of 3 years' experience in child protection projects in multi partner and development contexts.
- Knowledge of Government structure.
- Willingness to travel 70% off time to project areas other state and region an advantage.
- Process and outcome oriented individual who can work independently.
- Strong oral presentation, organisational and negotiation skills.
- Excellent management and supervision skills.
- Interpersonal skills, good team player, and good coordinator able to work in difficult and challenging circumstances.
- Work in relief or development sector.
- Strong motivation to help people in needs.
- Transversal skills.
- Honest and trustworthy.
- Reliable, rigorous and well organized.
- Motivated and dedicated to his/her job.
- Ability to take initiative to deal with difficulties encountered in daily work.
- Ability to adapt or change priorities according to the changing situation.
- Autonomy, neutrality, hard worker.
- Able to manage stress and pressure.
- Able and willing to learn to extend his/her scope of work.
- Able to manage priorities, take initiatives and work without constant supervision.
- Proficient spoken Burmese with good in oral and written skills in English.
- Excellent knowledge of the MS Office software.

Tdh-L is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender. Women, LGBTQI 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/J84WwSic> no later than **by 5:00 pm on Sunday May 11, 2025**. Only shortlisted candidates will be contacted.