

VACANCY ANNOUNCEMENT (Tdh-023-2025)

Position	: Social Work Supervisor
Project	: Child Protection in Emergency (CPiE)
No. of position	: (1) position
Location	: Based in Mandalay, Myanmar (with frequent travels to project areas)
Duration	: One Year (Possible extension based on fund available)
Supervisor	: Project Manager
Direct reports	: Social Work Officer

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 Supervisor will be responsible for supervising and supporting a team of social workers providing case management and psychosocial support services to children and families affected by emergencies. The role ensures quality case management, staff well-being, and adherence to child protection standards and inter-agency guidelines.

Overall, Roles:

This position will operate under the supervision of the Project Manager and in close collaboration with the Child Protection Programme Manager, with technical support from the Technical Advisor, to implement the CPiE (Child Protection in Emergencies) project in Mandalay.

The Social Work Supervisor will be responsible for providing ongoing supervision, coaching, and well-being support to Social Work Officers (SWOs) and Community Mobilizers (CMs). They will monitor staff performance, guide professional development, identify training needs, deliver capacity-building initiatives, and promote best practices to ensure continuous improvement in service delivery.

Key responsibilities include ensuring compliance with case management and CPiE standards, reviewing case documentation, and providing support for complex cases and referrals. The Social Work Supervisor will also foster cross-sectoral collaboration for integrated support, represent the team in coordination forums, and maintain regular communication with project management.

Additionally, the role includes managing data collection and analysis, contributing to reporting processes, and ensuring adherence to data protection protocols. The Social Work Supervisor will uphold safeguarding policies and promote ethical, rights-based approaches across all program activities.

MAIN RESPONSIBILITIES:

Supervision and Case Management

- Review case files and documentation to ensure accuracy, confidentiality, and compliance with case management standards.
- Ensure appropriate implementation of the case management process (identification, assessment, planning, implementation, follow-up, closure).
- Monitor timely and appropriate service delivery to children and families.

Supervision and Technical Guidance

- Provide regular one-on-one and group supervision sessions to the social work officer.
- Provide regular technical supervision to social work officers and community mobilizers in line with CPiE standards.
- Support the social work officer in managing complex and high-risk child protection cases.
- Ensure case management processes follow the CPMS, Inter-agency Guidelines for Case Management, and organizational SOPs.
- Review case files regularly to ensure completeness, accuracy, and confidentiality.
- Ensure quality case management services are delivered, including case planning, implementation, monitoring, and closure.
- Review and approve case management documentation (e.g., assessments, case plans, progress notes).
- Monitor caseloads and allocation to ensure equity and manageable workloads.

Budget Management

- Check and approve SOCIAL WORK OFFICERS in team's monthly expenditure forecast by the third of the month for work planning by the authorisation approval level to support the total monthly budget forecast for the project in close collaboration with project manager.
- Participate in monthly Budget and Variance analysis of project expenditure and provide justifications for teams under or overspending and liaise with the Project Manager.
- Input, check, and ensure all procurement, advance requests and service requests of SOCIAL WORK OFFICERS have the accurate budget code BEFORE requesting approvals.
- Ensure all team members settle all advances according to procedures before the last day of the month and follow up with SOCIAL WORK OFFICERS in the team where necessary.
- Prepare all necessary expenditure forecasts for training, curriculum development, translations and special projects in collaboration with the Project Manager
- Prepare and participate in meetings as necessary to improve communication and project implementation.

Capacity Building

- Organize and deliver training sessions on child protection, case management, and psychosocial support.
- Provide on-the-job coaching, mentoring, and capacity-building support to frontline staff.
- Identify professional development needs and recommend relevant capacity-building activities.
- Facilitate case review meetings and case conferences for continuous learning.
- Promote staff well-being and self-care among social workers under supervision.

Monitoring and Reporting

- Support the implementation of case management monitoring tools and data collection processes.
- Participate in internal evaluations, assessments, and quality assurance activities.
- Track and analyze case management data to identify trends, gaps, and risks.
- Support the development of timely and quality reports (weekly/monthly/quarterly) related to case management.
- Coordinate with M&E teams for data collection and feedback mechanisms.

Coordination and Representation

- Liaise with external service providers, community leaders, and government actors for effective referrals and case follow-up.
- Participate in internal and external child protection coordination meetings as required.
- Ensure strong collaboration with the CPiE team, including GBV, MHPSS, and education sectors.
- Support the establishment and maintenance of referral pathways and service mapping.

Emergency Preparedness and Response

- Help design and implement emergency child protection responses.
- Adapt case management procedures and staff responsibilities to the changing emergency context.
- Provide rapid support to frontline teams during sudden-onset emergencies.

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.

Other Duties

- Adhere fully to Tdh's Global Code of Conduct, ensuring that Child Safeguarding Standards are maintained at all times.
- Ensure strict compliance with Tdh's administrative and logistical regulations and ensure that the team follows these protocols effectively.

Requirements:

- Degree in Social Work, Psychology, or related field. Masters preferred.
- Minimum 3–5 years of experience in child protection case management in humanitarian settings.
- Prior experience supervising social work or case management staff.
- Strong understanding of CPMS, IASC Guidelines, and child protection risks in emergencies.
- 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.
- Fluency in the local language and 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/sNxqirn6> no later than **by 5:00 pm on Sunday May 11, 2025**. Only shortlisted candidates will be contacted.