

VACANCY RE-ANNOUNCEMENT (Tdh-055-2026)

Position : Project Assistant
Location : Based in Taungoo, Bago East
Duration : 1 year with possible extension
Report to : Project Officer

Field Ratio: 75%
Office Ratio: 25%

Terre des hommes (Tdh) is the leading Swiss organization for children's aid. Since 1960, Tdh has helped build a better future for deprived children and their communities, making an impact with innovative and sustainable solutions. Active in almost 40 countries, Tdh works with local and international partners to develop and implement field projects which improve the daily lives of over four million children and members of their communities, in the domains of health, protection, and humanitarian aid.

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 Project Assistant will serve as the field lead for the implementation of the Social Protection program in the assigned townships of Bago (East). Under the direct supervision of the Project Officer, the position is responsible for leading and coordinating field-level activities to support the health and nutrition outcomes of pregnant and lactating women and children under two. The role includes overseeing assistance transfer processes, leading community outreach, organizing SBCC sessions, supervising Community Mobilizers (CMs), engaging with Mother Support Groups (MSGs), and ensuring that inclusive, participatory, and accountable approaches are upheld throughout the implementation cycle.

MAIN RESPONSIBILITIES:**1. Programme Implementation and Coordination**

- Lead the field-level implementation of the social protection program in assigned townships, ensuring alignment with program objectives and timelines.
- Coordinate with Project Officer and MEAL team for beneficiary selection, household vulnerability assessments, registration, verification, and enrollment processes.
- Supervise and support CMs in conducting door-to-door assessments, registration, awareness sessions and follow-up visits to pregnant women and caregivers of under-two children.
- Support the planning and organization of timely and secure assistance distributions and facilitate Post-Distribution Monitoring (PDM) to ensure effectiveness and accountability.
- Monitor proper use of assistance by program participants and provide follow-up support where needed.

2. Capacity Strengthening and Supervision

- Build the capacity of CMs, MSGs, and local volunteers through on-the-job coaching and regular

learning sessions.

- Conduct regular monitoring visits and provide technical and operational support to CMs, MSGs, and local volunteers.
- Organize and facilitate SBCC (Social and Behavior Change Communication) sessions on maternal health, infant and young child feeding, hygiene, psychosocial well-being, and other relevant topics using the Smart Start Curriculum (SSC) in collaboration with Mother Support Groups (MSGs) and local actors.
- Support and facilitate refresher trainings for Mother Support Groups (MSGs) in coordination with technical support team and local partners.
- Support in developing performance objectives and contribute to regular performance reviews of CMs in collaboration with the Project Officer and HR team.
- Ensure CMs adhere to HR policies, including attendance, leave, and code of conduct.

3. Community Engagement and Accountability

- Support the formation and functionality of MSGs to promote positive health and nutrition practices among pregnant women and caregivers.
- Mobilize active participation of community members, program participants, MSGs, and local leaders to enhance ownership and inclusiveness in the program.
- Coordinate with local stakeholders and MSGs to promote inclusive community participation in all project activities.
- Ensure that inclusive, participatory, and accountable approaches are consistently applied in all community-level engagement.
- Promote and support the functioning Complaint and Feedback Response Mechanism (CFRM) to uphold transparency and responsiveness to community concerns.
- Identify protection concerns and refer cases to appropriate services when needed.

4. Coordination & Communication

- Maintain effective working relationships with local authorities, community-based organizations, health staff, and other humanitarian actors in the area.
- Represent the program at the community level and participate in relevant local coordination meetings when delegated by the Project Officer.
- Collaborate closely with Finance, Admin, Logistics, MEAL, Communication, and Reporting Departments to ensure smooth processing of project implementation activities at field level.

5. Finance and Logistical Support

- Prepare monthly financial plans and activity budgets in coordination with the Project Officer to ensure timely and cost-effective implementation.
- Ensure accurate collection, verification, and filing of financial documents such as receipts, invoices, and payment requests in line with organizational and donor requirements.
- Monitor expenditures at field level and support review of budget versus actual expenses to inform planning and adjustments.
- Prepare and follow up procurement requests for materials, supplies, and services needed for field implementation.
- Organize logistical arrangements for field activities, training, distributions, and community events—including transport, venues, refreshments, and visibility materials.
- Maintain and update field-level inventory records for project assets, supplies, and IEC/SBCC materials.
- Support administrative tasks such as maintaining staff attendance, travel plans, leave records,

and documentation of field activities.

- Liaise with the HR, Finance, and Logistics departments to ensure smooth coordination of operations and compliance with internal procedures.

6. Reporting and Documentation

- Submit timely and accurate monthly progress updates, training reports, and field visit notes to the Project Officer.
- Contribute to regular data collection and analysis in collaboration with the MEAL team, ensuring accurate and timely inputs into program databases.
- Document and report good practices, challenges, and lessons learned from the field.
- Assist in collection of human-interest stories, photos, and community feedback for visibility and reporting.

7. Values

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

8. Child Safeguarding Policy and Operational Risk Management

- Comply with the Child Safeguarding Policy.
- Report any breach observed in the framework of this policy during his/her professional activities both as regards the proven or suspected offence and a preventive breach.
- To commit to other Risk Management Policies including Safety and Security Plan, and Anti- Fraud and Whistle blowing policy.
- To commit to ensure the best implementation possible of the Terre des hommes-Lausanne risk management policies in Myanmar.
- To commit to inform CR and to deal with any cases, allegations, or possibility of transgression, even potential, of the Tdh Risk Management Policies.

Qualifications & Experience:

- Minimum of 2-3 years of professional experience with INGOs/NGOs, particularly in community mobilization, volunteer management, MCH/nutrition, and social protection programming.
- Experience in delivery of SBCC services, community mobilization and outreach structure strengthening, or volunteer management.
- Familiarity with digital data collection tools (e.g., KoBo Toolbox), accountability mechanisms (AAP/CFRM), disability inclusion, and protection principles.
- Experience and commitment to working through local partners, including supporting capacity development and contributing to partnership strategies.
- Experience working in humanitarian crisis settings and/or peri-urban environments is highly desirable.
- Strong communication, facilitation, and analytical skills.
- Demonstrated ability to work under pressure and manage competing priorities, both physically and mentally.
- Willingness and flexibility to travel to project sites in Bago (East) as required.

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 resume (CV) with contact information of **three** professional references (your two current/former work supervisors and one of HR Managers) **(3)** Work Certificates of related working experience to the Human Resources Department through [Project Assistant \(Nutrition\)_Taungoo \(Re-Announcement\) - Terre des hommes](#) no later than **by 5:00 pm on Sunday, 25th October 2026**. Only shortlisted candidates will be contacted.