



WE ARE HIRING!

Position	: PSEA & AAP Focal Person (1) Post
Job Location	: North Okkalapa Township, Yangon (Head Office)
Type	: Full Time/ Project Base Contract
Reporting Officer	: Director
Duration	: June 2025 to May 2026
Starting date	: As immediately as possible

BRAVEHEART Foundation:

BRAVEHEART Foundation is a local organization, officially registered at the Union Level, promoting ethnic rights and cultures so that we all can live in harmony against the diversity. We also strengthen access to justice and tackle any forms of social disputes to lay down the foundation of social cohesion in the communities through grassroots justice defenders. BRAVEHEART actively engages in democratization process in Myanmar by amplifying public concerns into policy making. It also partners with like-minded organizations and individuals to produce collective voices and advocacy efforts. Based in Yangon, BRAVEHEART has physical branches in Hlaingtharyar of Yangon, Kengtung of Shan East and Hpa-an of Kayin. BRAVEHEART is free from any type of discrimination based on sex, religion, ethnicity, social standards, political belief, etc. BRAVEHEART is now committed to assist communities with socio-economic vulnerability including undocumented people, disaster affected ones and internally displaced people.

BRAVEHEART Foundation pursues zero-tolerance policy concerning sexual harassment, exploitation and abuse.

Position Overview:

BRAVEHEART Foundation is seeking a skilled and passionate individual to join our team as a PSEA (Prevention of Sexual Exploitation and Abuse) & AAP focal Person, with a strategic and cross-functional leadership role in ensuring the organization upholds the highest standards of protection, accountability, and integrity. The PSEA & AAP Focal Person will lead, coordinate, and support the implementation of Protection from Sexual Exploitation and Abuse (PSEA) and Accountability to Affected Populations (AAP) activities in alignment with organizational policies, donor standards, and international guidelines. The focal person will ensure effective prevention mechanisms, awareness-raising, complaint handling systems, and response mechanisms are in place and functioning.

ROLE & RRESPONSIBILITY:

Strategic Leadership & Coordination and System Strengthening

- Ensure PSEA and AAP standards are integrated into all policies, procedures, and operations.
- Lead the development and implementation of the organization's PSEA Strategy and Action Plan.
- Coordinate across departments (HR, Programs, M&E, Communications) to mainstream PSEA and AAP practices.
- Serve as the organizational focal point for PSEA and AAP with external partners, UN agencies, and inter-agency networks.
- Conduct and update SEA risk assessments and provide regular progress reports to senior management.
- Review and revise the policies of local partners to align with PSEA and AAP standards.
- Regularly monitor the progress of local partners' compliance with PSEA and AAP commitments.
- Develop PSEA manuals and/or SOPs to be applied by the wider humanitarian sector.

Capacity Building and Staff Development

- Design and deliver mandatory PSEA & AAP orientation sessions, refresher courses, and specialized trainings for staff, volunteers, contractors, and implementing partners.
- Develop tailored training tools and materials appropriate to staff roles, responsibilities, and literacy levels.
- Train and support PSEA & AAP focal points through coaching and ongoing technical guidance.
- Maintain a training database and regularly evaluate training effectiveness.

Awareness Raising and Community Engagement

- Ensure inclusive, safe, and accessible community-based complaint and feedback mechanisms (CFMs).
- Involve affected populations—especially women, youth, and marginalized groups—in the design and evaluation of reporting channels.
- Develop and distribute culturally appropriate IEC materials with clear PSEA & AAP messaging.
- Collaborate with outreach teams to integrate PSEA into community awareness campaigns.

Internal and External Coordination

- Serve as the primary liaison with inter-agency PSEA networks, UN agencies, and donors on SEA prevention and response efforts.
- Participate in national and regional PSEA & AAP task forces to ensure alignment with collective mechanisms and standards.
- Support joint investigations, inter-agency mappings, and lessons learned initiatives as required

Complaint & Feedback Mechanism (CFM) Management

- Oversee the effective implementation and improvement of CFMs at all levels.
- Ensure complaints related to SEA are handled confidentially and in accordance with SOPs.
- Maintain secure documentation and provide timely referrals for support and investigation.

Reporting and Case Management

- Establish and maintain safe, confidential, and accessible SEA reporting mechanisms aligned with survivor-centered principles.

- Act as a neutral and confidential focal point for SEA allegations, ensuring timely and appropriate referrals to designated investigation units and survivor support services.
- Receive, assess, and follow up on SEA cases while maintaining secure and confidential records in compliance with data protection protocols.
- Liaise with the Investigations team or SEA Task Force for effective case handling and resolution

Monitoring, Evaluation & Compliance

- Monitor PSEA & AAP implementation using field visits, feedback tools, and performance indicators.
- Conduct regular SEA risk assessments and contribute to mitigation strategies.
- Prepare timely reports (monthly, quarterly, annual) for internal and donor use.
- Provide inputs on PSEA for project proposals, donor reports, and evaluations.
- Capture lessons learned and support continuous improvement of safeguarding systems.
- Contribute to donor proposals and reports by providing input on PSEA components.

QUALIFICATION & SKILL REQUIREMENTS

- Bachelor's degree in Social Science, Law, Human Rights, Development Studies, or related field. Master's degree preferred.
- Minimum 3–5 years of progressively responsible experience in protection, safeguarding, child protection, GBV, or human rights, including direct work on PSEA or SEA-related issues.
- Proven experience in implementing PSEA activities within the UN system, NGOs, or INGOs.
- Strong experience conducting trainings and working directly with affected communities.
- Experience in managing sensitive information and working with confidential case data.
- Familiarity with IASC PSEA Guidelines, Core Humanitarian Standards (CHS), and Inter-Agency AAP Framework.
- Strong facilitation and communication skills.
- Report writing and data analysis.

Languages:

- Fluency in Burmese and English (both written and spoken).

COMPENSATION & BENEFITS:

Salary/ Stipend	: Grade (C, 1)
Holidays	: Saturday, Sunday and Public Holidays
Other Allowances	: As per association's regulations
Training	: As per association's regulations

HOW TO APPLY:

- Interested and qualified candidates are invited to apply an Application Letter and Curriculum Vitae by filling out the Google Form at the following link:

https://docs.google.com/forms/d/e/1FAIpQLSeZPCsrzTpknWApj3kJuArL4v0rQnbUTf74IRfr_ptnS7K41Q/viewform?usp=header

Other require documents (need to submit after passed the interview)

- Copy of Citizenship Scrutiny Card (CSC), Certifications of education and copy of Household List
- Recommendation letters from Ward Administrators and local Police Station or Self Declaration Form

Application Deadline: 30.5.2025

NOTE: Only shortlisted candidates will be notified.

The protection of your personal data is important to Braveheart. By submitting your application, you consent to Braveheart using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. Braveheart does not sell or forward to third parties your data under any circumstances. If you have any questions or requests, you can contact (hrd.braveheart@gmail.com).

