



SHWE KYUN THAR Network

Office: # (66), Ward (7), Bogyoke Aung San Street, Chaungzon Township, Mon State,
Myanmar. (sktcz.mon@gmail.com, skt.humanresource@gmail.com)
09- 784810030, 09785216993

Vacancy Announcement

(Local candidates only)

SHWE KYUN THAR (SKT) is a registered Organization in Mon State, Myanmar. The mainly focuses on Child Rights Governance and community development such as promotion of UNCRC, Child Rights Law, social accountabilities, Livelihood and other related activities which is involving children and community members in decision making process in their respective local and regional areas. Value added for the youth participation and development of the skills and employment sector.

SHWE KYUN THAR invites qualified applicants for the following.

Post Title	Community Empowerment Facilitator CEF – Grade-E2
Number of Posts	(4) Person
Duty Station	(2) for Mudon Township and (2) for Chaung Zon Township
Starting Date	As Soon as Possible
Reporting to	Project Officer

GENERAL ASSIGNMENT: CEF will promote the project related activities for protection, livelihood and access to services by the support of project officer and senior management team. other necessary of awareness and student kits will cover to those school children and volunteer/educator. So that, Field Assistant need to Participate and support in the development, implementation of project activities and communicate with the communities and targeted children, volunteer/educator to achieve the result frame work.

Specific Job Responsibilities

Thematic

- Participate in the development of the training agenda together with protection officer and field to conduct training and awareness session after the TOT training
- Identify the beneficiary as per result framework and DIP
- Incorporate with the communities and technical team feedback to ensure the continuous improvement of training manual within organization
- Support training material and agenda to community members to understand the project's result frame work
- Facilitate the awareness raising session process by the support of project coordinator and protection Officer
- Timely update and share the information of project result to project coordinator and protection Officer.



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Monitoring and Reporting

- Maintain and update the overall **project** respective outcome indicator tracker based on feedback from the M&E
- Work closely with the project officer and communities to ensure that feedback
- Support questionnaire developing stages to project officer and support to M&E for the monitoring mechanism
- Ensure updated work-plan is needed and closely work with selected communities
- Carry out program quality assessments based on agreed indicators to guide decision making and reporting
- To avoid delays in implementation, including flagging operational issues and risks requiring timely actions.
- Assist M&E and project officer on the process of reporting, networking meeting and donor communication

Learning, Accountability and Capacity Building

- Participate in the project monitoring on the agreed log frame of the **project** implementation and post implementation monitoring that meet laid down standards on a regular basis
- Provide relevant evidence for learning from projects
- Assist to Project Coordinator and Protection Officer to share learning and provide constructive comments to colleagues in order to ensure programmer quality
- Ensure Sex, Age, Disability Disaggregated Data (SADD), Accountability and Gender standards are consistently adhered in project delivery

Degree And Skills Required

- Bachelor degree and linked to Field assistant, Field Mobilizer and child rights, gender, conflict sensitive
- Minimum 1 years' experience in community empowerment (or equivalent professional experience)
- Demonstrated experience in community mobilization, protection activities and in managing community-based volunteers, support partner and targeted beneficiaries
- Experience in training and capacity building in protection activities which are human trafficking, labor rights and safe migration
- Background in Communities development and interest of young participation, migrant worker and protection assistance
- Demonstrated ability in team supervision
- Organizational qualities
- Diplomacy
- Good relations with children and communities' members
- Flexibility, Autonomy,



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TERMS AND CONDITIONS:

Salary: Competitive + Other Benefit

Hours: 40 hours per week

Contract length: Three Month Probation and possibilities to extension

Holidays: Approved public holidays in Myanmar and addition to the HR policies

Applicants must follow the following information.

A cover letter above your resume; At least two referees and copy of the degrees / graduation certificate must be sent to the following address:

Address: Office: No.66, (7) Quarter, General Aung San Road, East ChaungZon Ward, ChaungZon Township, Mon State, Myanmar. (skt.humanresource@gmail.com , sktcz.mon@gmail.com)

09-450452353, 09- 784810030,

Deadline for submission is 28.4.2025 (Monday) before 5pm. Only short list candidate will contact by SKT assigned staffs.