

# VACANCY ANNOUNCEMENT OF

## ECCD Training Facilitator

World Concern is a relief and development organization operating in Africa, Southeast Asia and Haiti. In Myanmar, WCM has implemented relief and development projects since 1995. Currently, World Concern Myanmar has been implementing humanitarian assistances/emergency response and multi-sectoral development projects including maternal and child health care, nutrition, WASH, food security, agriculture and livelihoods, education and child protection projects in Kachin and Shan states.

We are seeking motivated, efficient, experienced and dedicated national employee to work with World Concern Myanmar in the following position.

No	Job Title	No. of position	Locations	Report to
1	<b>ECCD Training Facilitator</b>	1	<b>Lashio Office, Northern Shan State, however, frequently travels to Pyin Oo Lwin and Naung Cho.</b>	<b>Area Manager</b>

**Period : Six-Months Contract**

**Role Statement:** This position is Under the supervision of the Area Manager and technical support by the Protection Specialist, the ECCD Training Facilitator will support the conduct of advocacy in the targeted community, support the recruitment and establishment of PUP parent and caregiver groups, plan trainings for PTP leaders, conduct support and supervision visits for each assigned program location, and verify records and reports of program activities. This includes:

### Technical Quality

- ☐ Provide daily guidance on PUP program activities to the PTP Leaders in assigned locations in accordance with the standard policies and procedures
- ☐ Conduct regular support supervision visits for each PUP group and structured observations of PTP leaders and write brief report on each visit
- ☐ Ensure that PUP session attendance records are accurately recorded and reported
- ☐ Monitor PUP referral pathways; provide support to PTP Leaders to appropriately refer and document suspected protection cases
- ☐ Review comments received in the suggestion boxes and other feedback mechanisms with PTP Leaders
- ☐ Train and ensure proper documentation of pre-/post-tests for PTP Leaders in assigned locations
- ☐ Ensure regular communication with the Area Manager for updates on achievements and challenges
- ☐ Support M&E activities as requested to support quality programming

### PTP Leader Supervision & Development

- ☐ Directly supervises assigned PTP Leaders
- ☐ Maintain open and professional relations with PTP Leaders, promoting a strong team spirit
- ☐ Assist with the recruitment of PTP Leaders in coordination with community representatives and the Area

## Manager

- ☐ Ensure support and ongoing capacity building opportunities for PTP Leaders on technical and facilitation skills

## Grant Planning & Implementation

- ☐ Support implementation and adherence to grant work plans, spending plans, and monitoring and evaluation plans.

## Grant Monitoring & Reporting

- ☐ Support regular field monitoring and modifications as required
- ☐ Provide regular reports

## Coordination & Representation

- ☐ Actively develop and maintain effective working relationships with other staff and other actors in the field, including relevant authorities, international and local NGOs, religious groups and other relevant actors
- ☐ Regularly attend PUP program meetings at field level

## Program Development

- ☐ Contribute to the development of the program strategic direction
- ☐ Coordinate with other World Concern Myanmar (WCM) staff (e.g. Protection, food security and livelihoods,) at field level

## Other

- ☐ Consistently and proactively monitor/assess the safety and security of field teams and PTP Leaders and participating parents and their children; promptly reporting concerns or incidents to WCM and liaising with community leaders and other external parties as required to maintain/enhance the security environment for participants in the program
- ☐ Other duties as assigned by the supervisor to enable and develop WCM programs

## QUALIFICATIONS & EXPERIENCE:

- Technical diploma or degree in social work, education, human rights, or related degree desired
- At least 2 years work experience of implementing parenting programs, adult education programs, child development programs, or other relevant field, preferable in humanitarian or development settings and Early Childhood Care and Development (ECCD)
- Previous experience supervising and coordinating a team in a cross-cultural setting preferred
- Demonstrated understanding of working with parents and caregivers, particularly vulnerable individuals
- Previous experience in capacity building and mentoring of staff preferred
- Personal qualities: Team player, flexible, network-builder, able to handle pressure well.
- Good computer skills such as: MS Word, Excel, Power Point
- Relevant language and literacy abilities. Able to write English is preferable

**Application process:** Interested candidates **must** fill up **World Concern's application form** and attached CV, Covering Letter to the following address or E-mail address. Other supporting documents will not be needed in this state.

World Concern Myanmar (Country Office)

No. 7/36J, Golden Valley 1<sup>st</sup> Street, Golden Valley Ward (1), Bahan  
Township, Yangon.

**Email: wcmhr@worldconcern.org**

Only short-listed candidates will be **contacted** for interview.

**Due to the urgency of the position, the organization reserves the right to start the recruitment process before the deadline if there are suitable candidates.**

**Note:** Application submitted without these details **WILL NOT** be considered.

**Closing Date: 14<sup>th</sup> May, 2024**