



Until we are all equal

Plan International Myanmar
Job Advertisement for Community Development Officer

Plan International is a global organization focused on advancing the rights of children and youth, especially girls, across both development and humanitarian contexts.

In Myanmar, Plan International implements integrated programming focused on child development and youth empowerment, with a special emphasis on supporting girls and young women. Our program areas encompass Early Childhood Care and Development (ECCD), Water, Sanitation, and Hygiene (WASH), Resilience and Disaster Risk Reduction (DRR), Child Protection, and Education. Additionally, we focus on Youth and Adolescent Development through Skills and Opportunities for Youth Employment and Entrepreneurship (SOYEE), as well as Leadership and Life Skills Development. Our efforts also extend to ensuring Food and Nutrition Security to promote healthier and more resilient communities.

Plan International is dedicated to creating safe environments for children and program participants, promoting practices that address their specific safeguarding needs and protection risks. We actively challenge and do not tolerate inequality, discrimination, or exclusion.

Position	: Community Development Officer
Report to	: Deputy Program Manager (Sponsorship)
Number of Position	: 1 Position
Location	: Myitkyina, Kachin State
Assignment Type	: From Joining date until 30 th June 2027 (with possible extension)
Application Closing Date	: 14 th October 2026, 5:00 PM
Travel Percentage	: 90% time spent in the field

Job purpose:

The Community Development Officer (CDO) will coordinate all aspects of community development work in his/her assigned villages/village tracts. S/he will ensure that all development activities and sponsorship deliverables are completed as scheduled in accordance with sponsorship program quality standards. Development programs may include early childhood care and development, health and nutrition, water, sanitation and hygiene, resilience, child rights and child protection, and skills and opportunities for youth employment and entrepreneurship.

Dimension of the Role:

- Coordinate child sponsorship program activities, youth economic empowerment program activities and other development project activities in assigned villages such as community mobilization, recruitment, training, mentoring, supervision and monitoring.
- Support integration of project activities in target areas and ensure quality implementation as assigned.
- Coordinate all aspects of other program activities in assigned villages.
- Facilitate all development projects in assigned areas and ensure quality implementation.
- Coordinate with parents, children, local authorities, VDCs, Volunteers, Youth Facilitators, CBOs and Plan's partner NGOs on a regular basis.
- Monitor and follow up action for the monthly meeting with VDCs and Volunteers for all related project activities and Children's Health and Education Support Fund status in assigned villages/village tracts.



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- Promote and encourage to the safeguarding children and young people policy within assigned areas.
- Support to DPM for all related of required data, information and documents.

Key Responsibilities:

- Facilitate all of Plan's development activities, sponsorship, youth economic empowerment and other sector-specific programs, in his/her assigned villages/village tracts and ensure high quality implementation.
- Monitor all development activities in his/her assigned village tract to ensure agreed objectives/outputs are delivered as planned.
- Provide capacity building training and follow-up support to children, communities, village tract leaders, Village Development Committee, Community Volunteers, Community Project activities facilitators (such as PE Facilitators, Play Group Facilitators and other Facilitators) and CBOs as required to ensure they are able to manage their community development work.
- Facilitate the production of all sponsorship communications to ensure sponsorship products are delivered as scheduled and aligned with sponsorship book.
- Produce and submit all required reports (monthly or quarterly reports covering child abuse, unannounced sponsor visits, disaster, security concerns, and others) to his/her supervisor and ensure all learnings are documented.
- Coordinate with relevant stakeholders including Village Tract leaders, VDCs, CBOs, CVs, Youth Facilitators and children to undertake assessments as necessary, such as the Participatory Rural Appraisal (PRA) exercise.
- Facilitate donor and sponsor visits in coordination with village leaders
- Undertake broader organizational work as assigned by PUM and DPM, e.g., supporting public campaigns
- Play a supporting role in ensuring that Plan Myanmar consistently meets set targets for CCCD integrated project, other existing projects and achieves intended program goals.
- Organize awareness activities and provide support to children, youth and communities
- Contribute to development of work plans, program reports, and case studies/success stories.

Monitoring, Assessment, Evaluation, Reporting, Learning

- Performs regular monitoring by using appropriate tools and supportive supervision visit to the project areas, partner organizations and to community volunteer.
- The post holder will be reporting to DPM (Sponsorship) and supervise the quality delivery of project.

Representation, Networking and Communication

- Represents Plan Myanmar in relevant coordination meetings at project level.
- Supports DPM (Sponsorship) for ongoing coordination with involved stakeholders locally and provide necessary information to support external representation of project at township and village level.
- Provides regular program updates and early alerts to the DPM (Sponsorship) for timely decisions.

Reporting and Documentation

- Regular/Periodic project report writing
- Documenting and disseminating project experiences, achievements, lesson learnt and best practices to the Deputy Program Manager (Sponsorship).
- Collects demographic data of target beneficiaries in assigned communities and records project implementation and operational documents



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Safeguarding and PSHEA Policy Implementation

- Ensure sponsorship programmes workplan, and activities incorporate measures described in the standard **“Designing and Delivering Safe Programmes and Influencing and Research Work”**, and **“Safe Child Sponsorship”**.
- Deliver programmes activities such as reporting in line with the standard **“Safe Child Sponsorship”**.
- Ensure all staff under line management are competent to conduct their work in line with the standards **“Designing and Delivering Safe Programmes and Influencing Work”**, **“Safe Child Sponsorship”** and **“Building Positive and Safe Relationships with Children and Programme Participants”**.
- Ensure policy, procedure, and guideline are in accordance with Safeguarding Standards
- Create a safe and supportive environment for all community members, particularly vulnerable groups such as women, person with disabilities, children, and LGBTQ+ individuals.
- Ensure their work does not put children and programme participants at risk by continuously evaluating it through a safeguarding perspective, data privacy and discussing potential design or implementation with the children and programme participants.
- Promote the importance of safeguarding and PSHEA to colleagues in other organizations and children, their families, beneficiaries, and the wider community.
- Apply all relevant standards to their area of responsibility.
- Identify and address gaps within implementing standards in area of responsibility.
- Assume responsibility for reporting any instances of suspected child abuse or neglect immediately as per Plan Myanmar’s policy.

Qualifications, Skills & Experience:

Essential

- University degree in the relevant field (preferably social work, law, psychology and child development)
- At least three years of community development experience working closely with village development committees and authorities – with strong project management skills.
- Good understanding of community development, gender issues, child rights, and children/youth development.
- Understands organizational gender, safeguarding and PSHEA policies.
- Reflects on their value system and takes account of their biases towards individuals (including children and programme participants) in all their diversity.
- Understands the relevance of safeguarding and PSHEA including risks to Sponsorship programming work.
- Strong community facilitation and mobilization skills with hands-on experience in participatory approaches
- Good knowledge of the government structure particularly at the district and village tract levels.
- Basic knowledge of and skills to use Microsoft Office software.
- Report writing, facilitation and training skills
- Basic M&E knowledge and concepts

Attitudes and Behaviors:

- Be honest and responsible
- Strong sense of respect for children, communities, colleagues, partners and all stakeholders
- Acts as a role model for the organization’s commitment to non-discrimination, safeguarding and PSHEA and safeguarding standards



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- Show empathy with the beneficiaries
- Highly motivated and committed to work in remote villages
- Flexibility to work outside of official office hours
- Be mature and professional at all times
- Be a good team player

Desirable

- English speaking and writing skills
- Track record of working with children and young people
- M&E experience
- Experience working on child sponsorship programs
- Experience working in at least one of Plan's focus areas such as ECCD
- Understand Local context, and speak local language, Kachin (preferable)

How to apply:

Interested candidates who meet the above requirements are required to submit a cover letter, a comprehensive CV and details of three referees via e-mail only to: Myanmar.CO@plan-international.org . Late applications will not be considered.

Subject line for application: **"Community Development Officer _ Myitkyina"**.

Reference & background checks will be performed for successful candidates. Only shortlisted candidates will be contacted. Plan International is an equal opportunity employer and women are encouraged to apply. Plan International Myanmar is committed to the well-being of children, youth, and adults, and upholds the principles of gender equality. We have zero tolerance for Safeguarding and PSHEA issues. All staff and associates of Plan International Myanmar are required to sign and adhere to our Safeguarding Policy and PSHEA Policy at all times.