

**Plan International Myanmar**  
**Job Advertisement for Project Assistant (CBT)**

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.

<b>Position</b>	: Project Assistant (CBT)
<b>Report to</b>	: Project Officer (CBT)
<b>Number of Position</b>	: 1 Position
<b>Location</b>	: Sittwe, Rakhine State, Community-Based position
<b>Assignment Type</b>	: 3 Month contract with possible extension
<b>Application Closing Date</b>	: 17 <sup>th</sup> June 2025, 5:00 PM
<b>Travel Percentage</b>	: 90% time spent in the designated camp

**Job purpose:**

This role is responsible for the quality implementation of field/camps level project activities to ensure children and youth benefit from quality and the cash distribution process. The Project Assistant will work closely with the Project Officer, Protection Coordinator, and Gender Equality and Inclusion Coordinator to lead awareness-raising activities, and support community mobilization, and supervise the community mobilizers and volunteers. The Project Assistant will have strong project management skills and experience working with children and other community members using participatory approaches.

**Dimension of the Role:**

We are looking for a dedicated individual to support our cash distribution efforts. The role involves preparing and conducting cash distributions, assisting in cash handling and preparation, and supporting the project officer with an updated beneficiary list. The post holder will ensure facilitation for community engagement, regularly conduct monitoring activities, and supervise mobilizers and volunteers. Addressing beneficiary issues, coordinating with the team, and contributing to team development are key aspects of this role. Strong communication skills are essential to increase communication and maintain coordination with partner organizations. Additionally, the role requires proper reporting and documentation while ensuring compliance with safeguarding policies.

**Key Responsibilities:**

- Organize and oversee cash distributions at designated camps and distribution points.
- Support project officers and team members in cash counting, preparation of delivery notes, and attendance documentation for meetings and awareness sessions.
- Conduct household visits to update and verify beneficiary data monthly.
- Lead pre- and post-distribution meetings, focus group discussions with children and women, and awareness sessions on gender, child protection, and safeguarding.
- Implement community and child-friendly feedback mechanisms.
- Perform Post Distribution Monitoring (PDM) using ODK and KOBO software.
- Carry out Market Price Monitoring in the respective camps.
- Monitor and investigate issues related to ration-card selling, cheating, pawning, family separation, and loss of ration cards among beneficiaries.
- Facilitate team meetings for distribution preparation and problem-solving during challenging conditions.
- Foster a cohesive and united team.
- Share challenges and concerns collected from cash distribution activities with the team and relevant stakeholders.
- Assist project officers and team members in compiling reports and collecting beneficiary lists (Form-A).
- Xerox documents as needed for documentation purposes.
- Report to the Project Officer with monthly activity reports and additional tasks related to gender, child protection, and accountability.
- Participate in monthly coordination meetings with partner organizations to ensure alignment and effective collaboration

**Safeguarding and PSHEA**

- Deliver project activities are in line with the safeguarding standard “Delivering Safe programming and influencing work”, and “Building Positive and Safe Relationships with Children and Programme Participants”
- Identify and address safeguarding gaps within implementing standards in area of responsibility.
- Create a safe and supportive environment for all community members, particularly vulnerable groups such as women, children, and LGBTQ+ individuals.
- Ensure CO level finance, partnership and Operation 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, and children, their families, beneficiaries, and the wider community.
- Assume responsibility for reporting any instances of suspected child abuse or neglect immediately as per Plan Myanmar’s policy

**Qualifications, Skills & Experience:**

- Bachelor degree and at least two years of progressive work-related experience including at least one year in the field of statistics, development and humanitarian operations, or another related field
- Strong interpersonal skills; courtesy, tact and ability to work effectively with people
- Ability to interpret and analyse a wide variety of program issues and statistical information, and to maintain accurate and precise records.
- Basic knowledge on organizational gender, data privacy and protection, safeguarding and PSHEA policies.



Until we are all equal

- 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 related to financial work including data privacy to programming work.
- Organizes and plans work to accomplish given objectives with minimal supervision.
- Makes decisions, takes actions to move issues forward and follows up on actions.
- Focused and results oriented, Good monitoring and follow-up skills
- Innovative, field oriented, good team member, good negotiating skills.
- Understanding of humanitarian issues in the CBT sector and major players in Rakhine State.
- Understanding of community development.
- Strong knowledge in planning, monitoring, evaluating programs
- Understanding of integrated development issues and child rights
- At least one year of progressive work-related experience

### 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](mailto:Myanmar.CO@plan-international.org). Late applications will not be considered.

Subject line for application: **"Project Assistant (CBT) \_Community Based position"**.

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.