



Until we are all equal

Plan International Myanmar Job Advertisement for Project Officer (CPiE)

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	: Project Officer (CPiE)
Report to	: Deputy Program Manager
Number of Position	: 1 Position
Location	: Myitkyina, Kachin State
Assignment Type	: One Year contract with possible extension
Application Closing Date	: 2 nd July 2025, 5:00 PM
Travel Percentage	: 80%

Job purpose:

The Project Officer (CPiE) is responsible for leading the implementation of all CPiE-related activities in collaboration with the project's implementing partner. This role involves direct engagement with communities to ensure that child protection interventions are delivered effectively and in alignment with project objectives. The Project Officer will regularly monitor the progress of field activities, ensuring accountability to beneficiaries and addressing any emerging protection concerns. A key responsibility is to ensure that timely, adequate, and contextually relevant messaging is delivered to the target population, promoting awareness and understanding of child protection issues. The role requires a strong commitment to child-centered approaches, community engagement, and close coordination with partners to uphold the quality and impact of CPiE interventions.

Dimension of the Role:

- Lead on technical planning of project activities at the site level in order to ensure a well-organized and effective CPiE programme.
- Support implementation of technical activities in coordination with communities and partner.
- Support the Deputy Program Manager to fulfil project technical implementation and reporting requirements as needed.
- Facilitate close coordination with partners, communities and other relevant stakeholders on training activities.



Until we are all equal

- Works closely with M&E and Database Officer and Deputy Program Manager to ensure learning are documented, disseminated and applied.
- Support the planning, implementation and evaluation of child protection activities, including community-based child protection mechanisms as well as psychosocial recreational activities and CP case management and referral services in the project and provide partner technical support in implementation of planned CP case management.
- Maintain contact with community leaders and community volunteers and organise trainings and meetings.
- Conduct basic trainings for CFS volunteers on recreational and psychosocial support activities for children and case management steps.
- Monitor project activities and write regular field visit reports.
- Prepare and submit quarterly success case stories of life skills and child protection to Deputy Program Manager
- Comply with Plan's financial operation procedure for any financial related issues or work
- Support the Deputy Program Manager to fulfil technical and financial reporting requirements of the project
- Conduct weekly and monthly case supervision and coaching sessions with partner for CP cases and CPIMS+ in case record process.
- Provide life skill sessions for parents and adolescent in the targeted communities.

Key Responsibilities:

General

- Support the effective and efficient implementation of CPiE activities in Plan's humanitarian assistance programme in Kachin State by carrying out day to day duties related to humanitarian response activities in line with Plan Myanmar's Guidelines and Policies.

Planning

- Identify assistance gaps and needs for child protection in targeted villages/camps and design detailed activities through close consultation with girls and boys and parents with gender sensitive and inclusive approach.
- Organize proper planning with partner ensuring child protection needs in target communities are well addressed in collaboration with technical CP specialist.
- Set minimum technical standards in the project planning.
- Follow minimum technical standards in the project planning
- Ensure that Child Protection Minimum Standards are taken into account in the planning of CPiE activities

Implementation

- Support and lead implementation and monitoring of CPiE programme in targeted villages/camps with technical support from CP technical specialist.
- Provide training and workshops for children, volunteers, community members and authorities on child protection and related topics
- Promote the full and equal participation of girls and boys in all aspects of CPiE activities
- Provide adequate technical inputs and guidelines for partners, CP Community Facilitators and camp



Until we are all equal

management committees to promote community based child protection including referral pathway and case management.

- Provide training for partner on Plan's CPiE standards, Child friendly Space Activities and Case management.
- Promote full and equal participation of girls and boys in all aspects of CP activities.
- Work with CP working group at local level to ensure coherent delivery of CPiE assistance.
- Field office management including administration and logistics.

Monitoring and Evaluation

- Perform regular monitoring visit to the project implementing fields as necessary.
- Ensure & Encourage monitoring systems of partners are in place for all field activities
- Identified gaps in service provision to internally displaced Children
- Ensure reporting and evaluation systems of partners are in place for all field activities

Safeguarding and PSHEA

- Ensure the delivery of CPiE programs and activities in accordance with Safe Programmes and Influencing Interventions standards. This includes conducting risk assessments and implementing safeguarding protocols.
- Ensure the delivery of CPiE activities in accordance with Safeguarding policies, procedures and guidance incorporate measures described in the standard "Working with Safe Partners" and "Building Positive and Safe Relationships with Children and Programme Participants".
- Create a safe and supportive environment for all community members, particularly vulnerable groups such as women, children, and LGBTQ+ individuals.
- Ensure project activity 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.
- Ensure that staff understand their role and responsibilities for safeguarding and PSHEA and manage performance accordingly.
- Promote the importance of safeguarding and PSHEA to colleagues in other organizations 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:

- University Degree or Diploma related with child protection field is preferable.
- Three to four years of work experience in planning, implementing and/or monitoring of child protection and case management projects and community mobilization.
- Understanding of the Kachin Emergency context and understanding of protection issues of displaced children in Kachin IDP camps.
- Knowledge of different forms of child abuse and familiarity with international humanitarian standards and principles, including Child Protection Minimum Standards for Humanitarian Action.
- Experience working in planning, implementing, monitoring of child protection in emergencies projects and preferably in working in community-based projects



Until we are all equal

- Knowledge of national case management SOPs.
- Basis knowledge and understanding on Child Protection, Safeguarding and PSHEA including policy implementation to the respective area of responsibility.
- 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 Child Protection in Emergency programming and influencing work.
- Understanding of the Kachin context and understanding of protection issues of conflict-affected children
- Familiarity with and experience in applying with international humanitarian standards and principles – CPMS & SPHERE, CPIMS+ PRIMERO system
- Capacity to facilitate trainings and workshops for children and communities
- Experience in working and collaborating with different stakeholders
- Willingness to travel to the field frequently
- Ability to work under pressure, as part of a team or independently, and meet deadlines
- Strong team-building and facilitation skills
- Command of MS Office applications (Word, Excel)

Skills:

- Good negotiating skills
- Basic understanding of English written and spoken
- Conceptual and analytical skills
- Good people skills; team builder
- Planning and monitoring
- Coaching, mentoring, training

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: **"Project Officer (CPiE) _ 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.