

## Plan International Myanmar

### Job Advertisement for Project Officer (YEE)

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 Officer (YEE)
<b>Report to</b>	: Deputy Program Manager
<b>Number of Position</b>	: 1 Position
<b>Location</b>	: Nyaung U Township, Mandalay Region
<b>Assignment Type</b>	: One Year contract with possible extension
<b>Application Closing Date</b>	: 16 <sup>th</sup> May 2025, 5:00 PM
<b>Travel Percentage</b>	: 80%

#### Job purpose:

“Thanaka: Girls’ Power in Myanmar” project is a gender equality targeted project where gender equality and the empowerment of women and girls are the key principle of initiative. It is designed to address gender inequalities through integration of Youth and Adolescent Support (SRHR/YAS), Youth Economic Empowerment (YEE) and Gender Empowerment (GE) activities.

The Project Officer (YEE) will support Deputy Program Manager to ensure this integrated project is well planned, organized, evidence based, monitored and evaluated. S/He will organize the community consultation meeting, the community mobilization meeting, on-job-training support, job placement support, data collection, volunteer recruitment, business development support (market assessment, enterprise start-up and development, providing in-class training, providing apprenticeship services, mentoring, coaching and support entrepreneurs to access Finance, Market, Registration and Legalization), monitoring and evaluation, at the field level programme implementation. S/He will closely work with other Community Development Officer (CDO) and Project Officers (YAS/ SRHR) to provide in ongoing situation analysis for quality project implementation and M&E database systems in the field in order to provide project information to the management. This position is based full-time in the field with extensive field travel.

#### Dimension of the Role:

- Assists Deputy Program Manager (Line Manager) in organizing community advocacy and mobilization, dealing with Youth Affairs Committee, engaging potential or current employers, job placement, facilitating on-job or apprenticeship support for adolescents and youth and employment follow up.
- Works closely with the other Project Officers (YEE and YAS/SRHR), CDOs, training providers, the implementing committees to provide technical supports especially on recruitment, training arrangement,

job placements and creating and maintaining employment or self-employment opportunities for adolescents and young people.

- Ensures smooth implementation of the projects perceptive of supporting YEE activities and other integrated projects in targeted area.
- Works closely with M&E Coordinator and Project Teams to ensure the project learnings are documented, disseminated, applied and to assist data entry through online or offline system.
- Monitors the timely and efficient implementation of projects based on work plans and allocates the project budgets in the area of YEE component.
- Works with project team members in target township to ensure the respective project implementation activities are gender transformative and human centered approaches.
- Informs the Line Manager any potential internal and external risks that may compromise the quality of programmes and works on the mitigation plan of actions.

### **Key Responsibilities:**

- Supports the Line Manager in identifying and selecting beneficiaries for the implementation of the projects in cooperation with other field staffs.
- Supports the Line Manager in developing of project implementation plans and field travel schedules.
- Builds the capacity of adolescents and youth support groups as required through coaching, trainings and providing constructive feedbacks
- Develops the training schedules, ensure apprenticeship and job placement for trained youth.
- Supports in project implementation tracking and in developing tools for participatory monitoring of programs.
- Assists Plan Myanmar's partners in the application of participatory and gender and child appropriate monitoring tools and other qualitative tools.
- Participates in Learning process of Plan Myanmar through project reviews and evidence-based learning and sharing events.
- Collects or compile of success stories, good practices and case studies from the projects.
- Tracks, records and reports physical progress against the implementation plans in consultation with the project team.
- Supports the Line Manager in dealing with Youth Affairs Committee or Youth Networks for youth development activities support, to assess youth' requirement such as TVET, ecotourism, agriculture and livestock support, market linkage, etc.
- Supports the good communication and coordination among the partners through regular meetings, coordination events
- Liaison with the local authorities and concerned external departments regarding project issues.
- Represent Plan Myanmar in various forums and coordination meetings at township and village level.
- Assists the Line Manager in collecting necessary data and information for reporting and project related donor requirements.
- Ensures project Implementation is in accordance with standards and guidelines of donors, Child Centered Community Development standards and gender policy.
- Establishes the effective and systematic project documentation to ensure learning process of Plan.

## **Safeguarding and PSHEA**

- Ensure the delivery of Thanaka programs and activities in accordance with Safe Programmes and Influencing Interventions standards. This includes conducting risk assessments and implementing safeguarding protocols.
- Create a safe and supportive environment for all community members, particularly vulnerable groups such as women, children, and LGBTQ+ individuals.
- Ensure competent to conduct their work according to the standards for designing and delivering safe programs and interventions, and building positive, safe relationships with children and program participants.
- Assume responsibility for reporting any instances of suspected child abuse or neglect immediately as per Plan Myanmar's policy.
- Ensure they fully understand the provisions of the Global Safeguarding Policy, PSHEA Policy and the Code of Conduct.
- Ensure their work does not put children and programme participants at risk by continuously evaluating it through a safeguarding perspective 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.

## **Qualifications, Skills & Experience:**

- Minimum 3 years of experience working in the development sector or related sector.
- Any bachelor degree or equivalent in social/community development fields and other related fields.
- Understanding of community development issues in adolescents and youth sector.
- Strong knowledge in planning, monitoring, evaluating programs and projects.
- Strong experiences in participatory methodologies.
- Understanding of local civil society development.
- Understanding of integrated development issues and child rights.
- Understanding of gender, beneficiary accountability mechanisms and Rights Based Approach.
- Monitoring, evaluation and research skills and knowledge
- Coaching, mentoring, training and facilitation skills, Analytical and solution orientated.
- Ability to manage time effectively and prioritize tasks.
- Able to motivate and foster teamwork in operations teams. Promotes team work and cooperation.
- Able to make quick decisions and provide guidance in uncertain and rapidly changing circumstances.
- Written and oral communications skills, including presentation and public speaking.
- Commitment to Plan values including the rights and needs of children.
- Clear and effective communication that builds relationships in order to influence others.
- Proactive, demonstrates record of creativity and entrepreneurship.
- Accountability and responsibility for own performance.
- Consistently approaches work with energy and a positive, constructive attitude.
- Demonstrated experience in working with children, adolescents and youth.
- Knowledge and skills in project and financial management.
- Experience in managing adolescent and youth development projects, CP and gender area as well.
- Experience in working in a multi-cultural organization.



### 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 Officer (YEE) \_ Nyaung U"**.

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.