



**CFN; Child Development Association** is a registered local non-governmental organization (NGO), operating as a non-sectarian and non-profit entity. Established in 2003 by national child protection specialists from leading international organizations-including Save the Children, World Vision, and the Burnet Institute-the association has since evolved into a fully institutionalized entity committed to policy compliance and best practices in professionalism. The organization's core workforce comprises highly qualified professionals, including postgraduate diploma holders in social work and development studies as well as specialists in child rights governance, child protection, social work education and rights-based approaches. This expert team ensures that CFN's interventions are grounded in evidence-based methodologies and aligned with international standards in child welfare and development.

We are currently inviting motivated and talented individuals to apply for **Project Assistant** Position based in Mandalay.

#### ROLE PROFILE

TITLE; Project Assistant	
<b>Number of Position</b>	: 1
<b>Location</b>	: Mandalay ( Chanmyathazi , Patheingyi, Pyighitagon Townships )
<b>Contract Length</b>	: A year based contract, reapply the position according to staff policy
<b>Child Safeguarding</b>	: <b>Level (3)</b> A basic criminal record background check is required
SCOPE OF ROLE	
<b>Supervision</b>	: Project Officer , Project Manager
<b>Report to</b>	: Project Officer
<b>Direct reports</b>	: Nil
<b>Financial Approval</b>	: No financial approval
<b>Field Ratio</b>	: 70%
<b>Office Ratio</b>	: 30%
<b>Closing Date</b>	: 10-May-2025
<b>1 Specific Responsibilities</b> <ul style="list-style-type: none"> <li>• Project Implementation and Project cycle management.</li> <li>• Work under the supervision of the Project Officer to implement CSO strengthening project particularly in child protection, to implement area-based project particularly in areas of CSO</li> </ul>	

strengthening, social protection, child protection, livelihoods, GBV, trafficking, MHPSS, CB-DRM activities.

- Facilitate and assist in competency assessment of individual CSO members and capacity assessment of organizational (CSO) level.
- Assist and participate in development of training guidelines, tools/manuals and IEC materials in coordination with partners, project manager, and Project Officer and Thematic team members.
- Facilitate and assist in capacity development training to ensure the proper understanding of manuals, procedures, and tools and strengthening the technical competencies of CSOs and members
- Technical support on capacity development of CSO members in thematic areas of child survival and development (child right, child protection, case management, livelihood, nutrition and WASH)
- Assist Project Officer to develop monthly work plan, monitoring and evaluation plan to ensure the quality project deliveries in line with strategic plans of the project
- Facilitate regular mentoring and coaching visits to CSO members to assess and identify the competency gaps of each member
- Facilitate and assist CSOs on development of community-led pilot actions and work plans
- Assist Project Officer to support and ensure CSOs manage the small grants in line with donor and CFN requirement
- Coordinate with other stakeholders and consortium partner staff as necessary
- Coordinate and collaborate with other Child protection, WASH and GBV , and to help support each other as necessary
- Implement and maintain effective and efficient community's compliant/feedback and response mechanisms (CFRM) with the support of MEAL team
- Assist to organize and facilitate CSO cross exchange & learning visits and donor visits
- Contributes to the development and implementation of innovations in his/her specialty and contributes closely to their dissemination to teams and other colleagues
- Any other tasks assigned by responsible line manager/supervisor

## **2. Developing, Implementing and Evaluating Trainings**

- Assist in development of training curriculum, agenda and tools for respective and thematic areas – child protection, Livelihood , nutrition & WASH.
- Facilitate the capacity development training especially for CSO members and volunteers and prepare training report, including evaluation of the training
- Prepare power-points and IEC materials as necessary adapting to suit the local context

## **3. Finance Management**

- Prepare monthly financial plan according to planned programme activities for a particular month

- Assist in drawing up monthly estimates for project expenditure with Project Manager
- Assist in examine budget vs actual reports on a monthly basis in order to monitor expenses in good time and guide future spending and allocations in field of activity
- Ensure effective budget management and administration of project finance

#### **4. Communication, Coordination and Supporting as Liaison**

- To excellent communication with strong interpersonal skills and able to deal with local communities
- To maintain good relationship with local key actors including volunteers, INGOs/NGOs/CBOs in project area
- To work closely with Finance and Logistic Department for smooth processing of project implementing activities
- To support the Project Officer to effectively liaise all monitoring visits by senior staffs or donors

#### **5. Reporting**

- Prepare and submitting reports for monthly activities, training, assessments, surveys, field trip to Project Officer

#### **6. Values**

- In his/her professional activities, adhere to the values of CFN commitment, ambition, respect and courage

#### **7. Abuse Prevention Policy (CPP) - Operational Risk Management**

- Comply with Code of Conduct and Child Safeguarding Policy of CFN
- Report any breach observed in the framework of this policy during his/her professional activities both as regards the proven or suspected offence and a preventive breach.
- To commit to other Risk Management Policies including Safety and Security Plan, and Fraud Policy.
- To commit to ensure the best implementation of CFN's risk management procedure.
- To commit to inform CR and to deal with any cases, allegations, or possibility of transgression, even potential, of the CFN's risk management procedure.

#### **8. Others**

- Undertake such additional tasks as may be required, especially when urgent action is required to respond to emergencies or to requests from main applicant, Funding Agency and Steering Committee/ Governance Body of CFN.
- Respect and implement this job description which may be amended by consent of main applicant in order to reflect and correspond to future changes and developments in the main applicant's

country programme.

**Qualifications and Experience:**

- Bachelor's degree in social science or Social work
- At least 2 years experiences of working in INGOs/NGOs especially in child protection and/or GVB, WASH ,livelihood programmes
- Sound knowledge of social protection policy, GBV, WASH, Livelihood & case management.
- Experiences of capacity building and strengthening CSOs
- Sound knowledge of data management, data verification/validation, data analysis and data presentation
- Experiences of working in humanitarian crisis setting and/or peri-urban areas
- Strong communication and analytical skills
- Competent in both English and Burmese
- Competent in Microsoft Word, Excel, and Power Point
- Ability and flexibility to travel short visits to other project areas as necessary

**Zero Tolerance Policies**

- Fraud Policy
- Child Safeguarding Policy

**Safeguarding Our Staff**

The post holder is required to carry out the duties in accordant with the Anti-harassment policy and PSEAH policy of CFN.

**CFN is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender.**

**Applications in English:** Please send: (1) a cover letter indicating your motivation **AND** salary expectation(minimum and maximum): (2) a current resume (CV) with contact information of three professional references (your two former work supervisors and one of HR Manager) to the Staff Recruitment Board. Please indicate in the subject box the position you are applying for and send it to both [cfnhrteam@gmail.com](mailto:cfnhrteam@gmail.com) by 5:00 pm on 10-May-2025 Only shortlisted candidates will be contacted.

**Remark - Need to express your minimum and maximum expected salary for this position.**

**Organizational Information**

Contact Phone	- 09 757 794 860
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Facebook Page	- CFN;Child Development Association