



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 Officer** Position based in Mandalay.

ROLE PROFILE

TITLE; Project Officer	
Number of Position	: 2
Location	: Mandalay (Chanmyathazi , Patheingyi, Pyighitagon Townships)
Contract Length	: A year based contract, reapply the position according to staff policy (based on project period)
Child Safeguarding	: Level (3) A basic criminal record background check is required
SCOPE OF ROLE	
Supervision	: Project Manager, Governance Body
Report to	: Project Manager
Direct reports	: Project Assistants
Financial Approval	: No financial approval
Field Ratio	: 70%
Office Ratio	: 30%
Closing Date	: 10-May-2025
1 Specific Responsibilities <ul style="list-style-type: none"> • Work under the supervision of the Project Manager to implement area-based project particularly in areas of CSO strengthening, social protection, child protection, livelihoods, GBV, trafficking, MHPSS, CB-DRM. 	

- To responsible for contributing to the timely manner and quality control the implementation of activities and project required.
- Provide technical support to maintain high quality program inputs and outputs in the Protection / GBV / livelihoods supervise the Project Assistants;
- Participate and technical support to development of training manuals, guidelines, tools/ and IEC materials in coordination with project manager and thematic team.
- Facilitate and conduct capacity development training to ensure the proper understanding of manuals, procedures, and tools and strengthening the technical competencies of programme team and CSOs.
- Supervises and technical support for capacity development of project assistants, partner staff and CSO members in thematic areas of social protection, child protection, livelihoods, GBV, trafficking, MHPSS, CB-DRM.
- Facilitate and technical support CSOs on development of community-led actions and work plans.
- Support and ensure partner organization ad CSOs manage the small grants in line with donor and CFN requirement.
- Coordinate and collaborate with other Child protection, Child Rights projects teams, 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.
- Contributes to the development and implementation of innovations in his/her specialty and contributes closely to their dissemination to teams and other colleagues
- Leading and facilitation in developing training curriculum, agenda and tools for respective and thematic areas/topics of project required.
- Facilitate in drawing up monthly estimates for project expenditure and plan with Project Manager.
- Assist in ensuring effective budget management and administration of project finance
- Assist to communication, Coordination and Supporting as Liaison.
- Prepare periodic work plans with supervisor in a timely manner.
- Overall supervision of all aspects of the local CSOs sub grants, including capacity building, reporting, monitoring and evaluation of the progress of project and collecting periodic reports back to Project Team.
- Any other tasks assigned by responsible line manager/supervisor

2. Developing, Implementing and Monitoring & Evaluation

- Support the Project Manager to effectively liaise all monitoring visit by senior staffs or donors
- Facilitated and conduct competency assessment of individual CSOs members and capacity assessment of organizational (CSOs) level in project area.
- Participate and technical support to development of training manuals, guidelines, tools/ and IEC materials in coordination with project manager and thematic team.
- Conduct regular mentoring and coaching visits to CSO members to assess and identify the competency gaps of each member.
- Organize in facilitating the capacity development training especially for project staff and CSO members and assist in preparing training report, including monitoring and evaluation of the training.
- Design and develop ad-hoc assessment in order to direct project intervention in line with identified needs at community level.
- Develop Monthly work plan, monitoring and evaluation plan to ensure the quality project deliveries in line with strategic plans of the project.
- Ensure that all administrative and logistical tasks are promptly and correctly completed.
- Conduct and facilitated to project baseline and End line survey in the project areas.
- Assist in documentation of process and result focus of the program as needed.

3. Finance Management

- 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.
- Prepare monthly financial plan according to planned project activities for a particular month together with Project Manager and project assistants.
- Ensure that procurement, development and distribution of materials and equipment are timely and according to internal control policy and SOP.
- Assist in drawing up monthly estimates expenditures according to the monthly work plan with project Manager.
- Assist Effective budget management and administration of project finance.

4. Communication, Coordination and Supporting as Liaison

- Sound and excellent communication with strong interpersonal skills and able to deal with project teams, CSOs and local communities.
- To maintain good relationship with Key stakeholders and project stakeholders.
- To maintain good relationship with target beneficiaries and project stakeholder including volunteers and INGOs/NGOs/CSOs in project area.
- To work closely with finance and logistic focal for smooth process of the procurement and distribution of the project required item.
- Conduct and facilitated local key stakeholders to necessary project implementation.
- To Support the project Manager 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 Manager.
- Keep records of activities and report periodically on program progress with recommendations in a timely manner.
- Assist to Project Manager with the develop donor periodic reports and other reporting as necessary.

6. Values

- In his/her being contributed 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 , PSEHA 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 risk management procedure.
- To commit to inform CR and to deal with any cases, allegations, or possibility of transgression even potential, of the CFN risk management procedure.

Qualifications and Experience:

- Bachelor's degree in relevant subject
- At least 3 years experiences of working in INGOs/NGOs especially in child protection and/or GBV, Livelihood, WASH, Trafficking programmes.
- Sound knowledge of social protection policy, child protection & GBV, WASH, Trafficking, livelihood and HPSS.
- 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 per-urban areas
- Experiences of survey and assessment with community.
- 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 cfnhrtteam@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