

## VACANCY ANNOUNCEMENT (Tdh-019-2025)

<b>Position</b>	<b>: Project Assistant</b>
<b>Project</b>	: Multisectoral Humanitarian Assistance Project
<b>No. of position</b>	: (2) positions
<b>Location</b>	: Based in Mandalay (with frequent travel to the Earthquake Affected Implementation Township in Mandalay)
<b>Duration</b>	: Three months (Possible extension based on fund available)
<b>Supervisor</b>	: Project Officer

**Terre des hommes (Tdh)** is the leading Swiss child rights organisation. Since 1960, Tdh stands together with children to uphold their rights, protect their lives and improve their well-being with a focus on those most exposed to risks. Tdh is making a positive impact in children's lives through innovative programmes focused on health, migration and access to justice. Active in more than 30 countries, Tdh works with its own teams and/or local and international partners. In 2023, Tdh supported 2.1 million children and members of their communities, and trained people who in turn supported a further 3 million people.

For more detailed information, please visit our website at:

<https://www.tdh.org/en> and <https://www.tdh.org/en/digital-library/documents/two-pager-myanmar>

### **Overview:**

Under the direct supervision of the Project Officer, he/ she is responsible for assisting the field level implementation of Multisectoral Humanitarian Assistance Project in the earthquake-affected urban township in Mandalay, particularly Tada-U township.

### **MAIN RESPONSIBILITIES:**

#### **1. Project Implementation and Project cycle management**

- Assist project implementation together with other project team members and respective local actors in the selected areas of Tada-U township, Mandalay
- Develop and apply common standards, tools, and practices for planning, implementation, monitoring, learning, and reporting.
- Develop monthly workplan for field level implementation activities together with Project Officer and Community Mobilizers
- Assist Project Officer in close collaboration with MEAL team for household vulnerability assessments, registration, enrollment processes, participant list preparation, and regular database updates for the Multipurpose Cash Assistance (MPCA) according to SOP and local contexts.
- Plan and organize monthly protection awareness and SBCC sessions together with community mobilizers and in close coordination with local volunteers/actors.
- Lead and implement distribution monitoring and post-distribution monitoring/follow-up visits to households of the programme participants/beneficiaries to ensure the effectiveness of the assistance
- Assist and support capacity development for community mobilizers and volunteers in respective and thematic areas.

- Technical support and supervision on local community structure strengthening, planning, organizing and implementation of field level activities undertaken by Community Mobilizers
- Ensure to promote and enhance community participation and engagement in the programme
- Assist Project Officer and MEAL assistant in handling of effective and efficient community's complaint and feedback response mechanism
- Build and maintain strong partnership with local CSOs, volunteers, and other local actors to respond to evolving needs of affected households.
- Coordinate and collaborate with other Child Protection, Health, WASH and Nutrition teams to be effective implementation of coordinated response.
- Organize and facilitate monthly planning and coordination meetings, cross-exchange and learning visits, and donor visits
- Assist Project Officer in preparing monthly progress reports for donors and others, including data entry, data processing, data analysis, and presentation, together with the 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.
- Any other tasks assigned by responsible line manager/supervisor.

## **2. Finance Management**

- Prepare monthly financial plan according to planned programme activities for a particular month together with Project Officer
- Assist to 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.
- Regular monitor the partner's budget to ensure in accordance with donor's and organization's compliance.

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

- To excellent communication with strong interpersonal skills and able to deal with partner, key stakeholders, local volunteers and 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 submit narrative progress reports for monthly activities, training, assessments, surveys, field trip to Project Officer.

## **6. Values**

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

## **7. Child Safeguarding Policy and Operational Risk Management**

- Comply with the Global Code of Conduct and Child Safeguarding Policy of Tdh.

- Report any observed breaches of this policy during professional activities, including proven or suspected offenses and preventive breaches.
- Commit to other Risk Management Policies, including the Safety and Security Plan, Anti-Fraud Policy, and Whistleblowing Policy.
- Ensure the best possible implementation of Terre des hommes-Lausanne risk management policies in Myanmar.
- Inform the line supervisor and focal persons and address any cases, allegations, or potential transgressions of Tdh Risk Management Policies.

## 8. Other Duties

- Undertake such additional tasks as may be required, especially when urgent action is required to respond to emergencies or to requests from delegation level, regional or HQ level or donors.
- Respect and implement this job description which may be amended by consent of Country Representative in order to reflect and correspond to future changes and developments in the Tdh-L country programme.

## Requirements:

- Any bachelor's degree, preferably in social science or public health.
- At least 3 years experiences of working in INGOs/NGOs especially in humanitarian program such as protection in emergency, shelter/NFI, food security and nutrition.
- Working experience and familiar with Tada-U Township.
- Sound knowledge of GBV, child protection, EORE, safe migration and trafficking, NFI distribution and primary health care including maternal, child health & nutrition.
- Sound knowledge of data collection, data entry and data report.
- Experiences of working in humanitarian crisis/emergency 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.
- Ability to work under pressures both physically and mentally.
- Ability to travel to affected project areas as needed.

**Tdh-L is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender. Women, LGBTQI and People with disability are also encouraged to apply.**

**How to Apply and Submission of Expression of Interest:** Please send: (1) a cover letter indicating your motivation **AND** salary expectation: (2) a current resume (CV) with contact information of **three** professional references (your two former work supervisors and one of HR Manager) to Human Resources Department through <https://ee-eu.kobotoolbox.org/single/cWJkqJzO> no later than **by 5:00 pm on Sunday April 4, 2025**. Only shortlisted candidates will be contacted.