

VACANCY ANNOUNCEMENT (Tdh-071-2026)

Position	: Project Officer (Capacity Building and Community Outreach)
Location	: Based in Mandalay
Duration	: 9 Months (October 2026 ~ June 2027) Possible extension based on funds available
Report to	: Social Protection Specialist

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-myanmar.org>

Overview:

The Project Officer (Capacity Building and Community Outreach) will support the implementation of community outreach and capacity development activities under the Social Protection Programme. Under the supervision of the Technical Specialist, the position will coordinate and implement field-level activities related to strengthens capacity of Community Mobilizers (CMs) and Mother Support Groups (MSGs), organizes and documents trainings, mobilizes community participation, and supports implementation of inclusive and accountable programming in collaboration with Tdh and partner teams. The role also ensures that inclusive, participatory, and accountable approaches are practiced consistently at the community level.

MAIN RESPONSIBILITIES:**1. Community Mobilization & MSG Engagement**

- Facilitate community engagement and sensitization meetings for the formation and strengthening of MSGs and selection of volunteers, in collaboration with the program teams.
- Support orientation and refresher sessions for MSGs on maternal and child health (MCH), nutrition, hygiene, GBV, psychosocial support, and use of the Smart Start Curriculum (SSC).
- Regularly visit MSGs to provide technical follow-up, encouragement, and mentorship and help identify their needs or gaps for further support in organizational development.
- Support the promotion and facilitation of Community Feedback and Response Mechanisms (CFRM) and raise awareness on PSEA, disability inclusion, and safe referrals.

2. Training & Capacity Building Support

- Assist the Technical Specialist in organizing and delivering technical trainings for MSGs, Community Mobilizers, and partner staff.
- Coordinate training logistics (venue, materials, travel arrangements, refreshments) and ensure proper documentation of training attendance, evaluations, and feedback.
- Monitor training outcomes and support post-training follow-ups and refresher learning events.

3. Field-Level Monitoring & Quality Support

- Participate in regular monitoring visits with the programme and MEAL teams to track activity implementation of outreach and capacity-building initiatives.
- Support and mentor program teams at field level for the application of SOPs, training tools, checklists, and programme procedures.
- Gather feedback from program teams, community members and MSGs and share findings with the Social Protection Specialist and MEAL team to inform programme improvement.
- Assist in post-distribution monitoring (PDM), field assessments and data collection efforts.

4. Coordination & Communication

- Liaise with local stakeholders, community groups, and partner staff to promote inclusive participation, ownership, and accountability.
- Participate in township-level coordination meetings and ensure field-level updates are shared with the Social Protection Specialist.
- Represent Tdh in coordination meetings, technical working groups/clusters, and advocacy campaigns related to MCH, nutrition, and social protection as delegated by the Social Protection Specialist.
- Liaise with local actors, CBOs, and implementing partners to ensure harmonized approaches and stakeholder engagement in project areas.
- Collaborate closely with Finance, Logistics, MEAL, and Communication to ensure smooth processing of project implementation activities at field level.

5. Administrative and Logistical Support

- Support logistical arrangements for trainings, community events, and review workshops
- Coordinate with Admin, Logistics, and Finance for procurement, participant costs, and documentation needs.
- Ensure accurate record-keeping of training expenses, attendance sheets, and material distribution.
- Maintain updated files on MSG activities, training outcomes, and follow-up visits.

6. Reporting and Documentation

- Submit timely and accurate monthly progress updates, training reports, and field visit notes to the Social Protection Specialist.
- Provide qualitative and quantitative inputs for donor reporting, in collaboration with MEAL and Communication teams.
- Collect human interest stories, photos, and community feedback for visibility and reporting.
- Support development of internal learning briefs and knowledge-sharing materials.

7. Values

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

8. 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.

9. Other responsibilities

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

10. Requirements and Qualifications:

- Bachelor's degree in Public Health, Social Sciences, Development Studies, or relevant field.
- Minimum of 2-3 years of professional experience with INGOs/NGOs, particularly in community mobilization, volunteer management, MCH/nutrition, and social protection programming.
- Experience in organizing field-level trainings, community mobilization, or volunteer management.
- Familiarity with Digital data collection tools (e.g., KoBo Toolbox), accountability mechanisms (AAP/CFRM), disability inclusion, and protection principles.
- Experience and commitment to working through local partners, including supporting capacity development and contributing to partnership strategies.
- Experience working in humanitarian crisis settings and/or peri-urban environments is highly desirable.
- Strong communication, facilitation, and analytical skills.
- Demonstrated ability to work under pressure and manage competing priorities, both physically and mentally.
- Willingness and flexibility to travel to project sites in Mandalay, Sagaing, Yangon, and Bago (East) as required.
- Competent in English and Burmese (written and spoken).
- Competent in Microsoft Office (Word, Excel, PowerPoint) and comfortable using digital tools for reporting, planning, and data collection.

Tdh-L is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender. Women, LGBTQI and People with disabilities 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 resume (CV) with contact information of **three** professional references (your two current/former work supervisors and one of HR Managers) (3) Work Certificates of mentioned work experience to Human Resources Department through [Project Officer \(Capacity Building and Community Outreach\)_ Mandalay - Terre des hommes](#) no later than **by 5:00 pm on 8 October 2026**. Only shortlisted candidates will be contacted.