



Terre des hommes

Helping children worldwide.

VACANCY ANNOUNCEMENT (Tdh-072-2026)

Position	: Project Assistant (2 Posts)
Location	: Based in Taungoo, Bago East
Duration	: 1 year and possible extension
Report to	: 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-myanmar.org>

Overview:

This position will work under the management of Project Officer and undertake project activities in close collaboration with partner organization and its project staff in Bago Region. He/she will be responsible for the quality of field-level implementation of the alternative learning pathways and initiatives providing technical and operational support to partner organization and its field project staff in targeted townships. This position holder works closely with and support his/her project team facilitating the operational processes including finance, procurement, logistics, and other functions as needs be. He/she will coordinate with internal project teams, supporting units as well as external actors, and other stakeholders to ensure smooth and efficient programming in the targeted townships.

MAIN RESPONSIBILITIES:

1. Strategy and Policy

- Participate in developing and changing organizational strategies and policies by contributing thoughts through the Project Officer, Senior Project Officer and to the Project Manager.

2. Skills development

- Conduct training and communicate development needs to Project officer.
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- Attend training and capacity building activities as directed by supervisors.
- Provide coaching and mentoring to community mobilizers, educators , NFE teacher to develop their capacity in life skill education and bring back learning and child protection initiatives.
- Participate in and contribute to Tdh-L training programmes for Tdh-L staff, Volunteers, and project stakeholders under the guidance of the project officers & project managers.
- Increase the availability and access to improved learning and life skill in targeted communities, to promote the rights and best interests of children.

3. Project Implementation

- Organize and conduct training and regular meetings with community mobilizers and community-based organizations regarding the implementation of project activities.
- Assist in advocacy to the villages and ward authorities and prepare for advocacy in the field.
- Undertake data collection and regular monitoring visits in assigned villages and submit to Project officer.
- Recruit children to attend the life skill classes as per identified criteria.
- Work to enhance mobilization and participation of community members in project activities.
- Organize village committees in committee meetings and prepare activities to support - materials, venue., etc
- Organize and assist in conducting monthly workshops, life skill sessions and training workshops
- Ensure materials and supplies are distributed to out-of-school children and reach them on time.
- Keep records of activities and report regularly to supervisor on programme progress.
- Collaborate with partners to carry out activities.
- Undertake data collection and regular monitoring visits in assigned villages and submit to Project Officer.
- Assist and facilitate the communities in participatory monitoring and evaluation.
- Assist in the record-keeping on the progress of community-based organizations.
- Encourage overall program cohesion through coordination and information sharing with and between all key staff.
- Assist in the development of team spirit and promote teamwork among Tdh-L staff.

4. Project Cycle Management

- Follow Tdh PCM guidelines for the planning, implementation, monitoring and evaluation under the direction of the Project Manager, Child Protection Coordinator and Country Director.
- Participate in information-sharing and review/planning meetings with partners, communities and other relevant stakeholders as required by Team focus.
- When requested support the development of proposals, reports and evaluation through the provision of information and contribution of ideas.
- Support the MEAL Officer to prepare the monthly data sets.

5. Administration and Human Resources

- Follow Tdh Policies and Procedures (HR regulations, Procurement Guideline, Logistic Guidelines, Finance Rules and Regulations) and memos provided by senior management.
- Follow necessary procedures for procurement and services, making sure they are raised on time according to project needs.
- Ensure smooth communication for any changes in vehicle movements with project and Admin team
- Coordinate with Logistics team for matters (refreshments, transport) related to training and events as requested by the Project Officer on time.

- Support day to day operation and office management (payment of bills, procurement of office supplies, etc.) in order to smooth collaborations between the Programme, Logistics and HR team.

6. External Communications and reporting

- Prepare monthly progress reports and submit to project officer.
- Ensure requests for meetings, training events and field trips are communicated to line supervisor and admin & logistics team in a timely manner.

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 TdhL country programme.
- As required work closely with other Tdh staff, for example Project Officers and support the successful implementation of other activities.

10.Requirements and Qualifications:

- University degree (preferable experience in education and child protection sector).
- Previous 3 years professional working experience in Education program and development or relevant field.
- Good knowledge and experience in alternative learning pathways and initiatives including Long Term Open Learning, ECCD (Early Learning), NFPE (Non-Formal Primary Education), EXCEL (Extended and Continuous Learning), etc.
- Interpersonal skills, good team player, and good coordinator able to work in difficult and challenging circumstances with good communication skills.
- Interest and commitment to work for vulnerable communities (especially children), and interest and willingness to learn from the communities.

- Ability to live in Taungoo being able to go on supervision visits to the implementation sites together with the field staffs (educators). Proven ability to work well in and promote teamwork, comfortable in a multi-cultural environment, flexible and able to handle pressure with professional grace. Proficiency in Microsoft Office suite, including Word, Excel and Outlook.
- Demonstrated dedication to an anti-racist and Do No Harm approach, gender equality and inclusion.

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 Assistant_Taungoo - Terre des hommes](#) no later than **by 5:00 pm on 8 October 2026**. Only shortlisted candidates will be contacted.