VACANCY ANNOUNCEMENT
SWAN/007/2020

<table>
<thead>
<tr>
<th>Job title</th>
<th>Child Protection Project Officer</th>
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<td>Report to</td>
<td>Women’s Wellbeing Program Director</td>
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<tr>
<td>Salary scale</td>
<td>450,000 Ks</td>
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<td>Duty Station</td>
<td>Loilem Township (Southern Shan State)</td>
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<td>Contract Duration</td>
<td>One Year with possible extension</td>
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**Core Responsibility:** Work for technical support, monitoring and supervision community facilitator for community capacity building for protect children and fulfilling children’s needs in Panglong, Loilem Township.

**Main Responsibilities:**

- Develop detail action plan of child safety and protection project
- Day to Day problem solving in implementation of project activities in targeted area
- Provide training and technical support to community facilitator and volunteers in topic related to child rights/child protection
- Develop materials / references (books and IEC materials) to distribute in community
- Coordinate and collaboration with department of social welfare and local authorities to ensure that project activities are promoting community capacity for child safety and protection in targeted area
- Monitoring and evaluation the project progress and make adjustment of project activities and budget as necessary
- Make sure that all expenses are in line with financial policy and guideline
- Ensure all project related documentation are kept and filing systematically
- Submit written monthly, quarterly and six monthly report on time
- Regular supervision to community facilitator to be ensure that they are performing their tasks competently
- Conduct team meeting regularly and provide feedback or guideline to team members as necessary
- Attending and contributing to SWAN Program, Team and Staff meetings
- Take other responsibility assigned by Women Well-being Director
- Assist the Wellbeing program Director for reporting and project designing
- Responsible on program visits by donor and other organization
- Carry out any other activity as assigned by project officer
Qualifications, skills and experiences

- Myanmar National
- Women are encouraged to apply
- Degree in Social Science work or other related field
- Previous work with or within a women’s organizations preferred
- Good interpersonal and team building skills
- At least 2 years’ experiences of working for community development and promoting child rights
- Strong technical skills on child rights and child protection
- Ability to communicate effectively in writing and orally in English, Burmese & Shan
- Good communication skills and coordination skills
- Ability to work under pressure, as a part of a team or independently, and meet deadline consistently
- Good in computer skills (MS Word, Excel, power point etc)
- Good in reporting skill

How to apply

Please send your CV, cover letter and recommendation letter to hr@shanwomen.org. Only short-listed candidates will be invited for relevant tests and/or personal interviews. Not later than Friday, 31st July 2020.