



SEH THEH FOUNDATION

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Vacancy Announcement for Child Safeguarding (CSG) Assistant

Seh Theh Foundation (STF) is a non-profit organization, established in 2013. It mainly helps underprivileged children, youth and marginalized communities including refugees and Internal Displaced persons (IDPs) through its education, development and humanitarian assistance programs. Collaborating with the local communities, STF ensure the accessibility of quality education in rural areas in Karenni State, Myanmar.

As STF is a local organization, STF is trying to promote MTB-MLE, local culture and tradition. Moreover, STF has been doing other educational activities such as, providing teacher training, distributing teaching and learning materials, supporting community teachers' stipends.

Job Title: CSG Assistant

Project: System Strengthening

Report to: GEDSI & CSG Manager

Duration: Two-Years contract

Employment Type: Full Time

Duty Station: Karenni State & Thai-Karenni Border

Application Deadline: 27 May 2026

Duties and Responsibilities

The CSG Assistant will be responsible for assisting GEDSI & CSG manager. The Child Safeguarding Assistant supports the implementation of child safeguarding policies, procedures, and practices across STF Organization programs and operations. The role assists in promoting a safe environment for children, supporting awareness activities, handling documentation, and helping ensure compliance with safeguarding standards and reporting mechanisms.

- Support the GEDSI & CSG manager in day-to-day tasks and activities.
- Support safeguarding awareness sessions, orientations, and training for staff, volunteers, schoolteachers, and partners.
- Maintain confidential safeguarding records and documentation.
- Organize safeguarding files, training materials, attendance records, case records.
- Help with preparation of materials, participants, coordination for workshops and training.
- Assist in gathering and compiling information for reviewing and updating child safeguarding policies, procedures, and guidelines.

- Help monitor and document CSG activities, challenges, and achievements.
- Help prepare safeguarding reports, meeting notes, and monthly updates.
- Participate in safeguarding meetings, workshops, and assessments.
- Assist in developing and applying CSG monitoring tools and questionnaires.
- Maintain regular communication with partner CSG teams under the guidance of manager.
- Participate in all STF-implemented activities to ensure cross-cutting issues are properly addressed and monitored.
- Be actively involved in processes such as consultant engagement, supplier selection, and staff recruitment to ensure CSG standards are followed.
- Prepare basic activities reports for submission to the GEDSI & CSG manager.
- Keep the information confidential of CSG cases, child protection cases.

Requirements and Commitments

- Hold at least a minimum college diploma or relevant certificate with 1 year of relevant experience.
- Must be able to speak at least one Karenni ethnic language, plus Burmese and basic English.
- Good interpersonal skills and maintain good relationships with all colleagues within the organization, partners and all relevant stakeholders.
- Commit to work for STF as written in the contract and staff are obliged to follow the termination policy in case of contract termination.
- Responsible to follow codes of conduct, policy, and the intentions of STF.
- Must have a clear background with no record of child abuse or related offenses.
- Must demonstrate a strong commitment to STF's safeguarding principles.
- Ability to work independently with minimum guidance from the supervisor.
- Must be able to work and collaborate with other staff in STF and other partner organizations. (Good team player.)
- Being flexible and ability to work under pressure to meet deadlines.
- Basic computer literacy (MS word, Excel & PPT)
- Interest in working with Children and addressing gender Issue.
- Willing to travel and stay overnight outside of the duty station.
- Ability to drive motorbike (with valid driving license preferred)
- Aware of local and cultural norms and etiquette
- Show respect to local beliefs and cultures.

