The Trusted Taskforce
Vacancy Announcement

Position Title	**: Officer (Response/CBCM)**
Number of Position	**: 1 Position**
Location/Duty Station	**: Sagaing, Myanmar**
Contract Type	**: Fixed-Term**
Report to	**: Senior Officer (Regional focal)**
Application Deadline	**: 13 November 2026**

About Triple T

Who we are

Triple-T is a local frontline responder comprised of highly experienced members specializing in networking, localizing, programmatic, and operational aspects of humanitarian, human rights, and development work across private and Non-Profit sectors, including International Non-Government, UN, and Donor agencies. Specifically, Triple-T possesses extensive expertise in Humanitarian and Emergency Response, Stakeholder engagements, Gender-based Violence Protection, Child Protection, Social Protection, Protection Case Management, Mental Health and Psychosocial Support, Emergency Health Programming, Financial Management, Logistics and Supply Chain Management, MEAL (Monitoring, Evaluation, Accountability, and Learning), Human Resource Management, IT management including Digital Security, Organizational Development and System Strengthening, and others.

What we do

Triple-T primarily focuses on implementing Humanitarian and Development Interventions, Right-based Programming, Emergency Response, and System and Capacity Development, with a particular emphasis on supporting local and community-based organizations and frontline task forces. Additionally, we engage in Networking, Coordination, and Partnerships with local and international allies. Our operations extend across Myanmar and the borders of neighboring countries.

Job Overview: The Officer (Response/CBCM) is responsible for coordinating, overseeing, and monitoring the implementation of Civilian-Based Case Management (CBCM) and protection-related emergency response activities in Sagaing Region. The position aims to ensure that conflict-affected civilians, including adults and children, receive timely, appropriate, safe, and accountable protection support based on their individual needs and vulnerabilities. The Officer will oversee the CBCM process, including safe identification, intake, assessment, case planning, appropriate assistance, referrals, follow-up, and case closure in accordance with organizational policies, approved SOPs, and humanitarian protection principles. The Officer will directly supervise Case Responders, provide technical guidance, monitor case management quality, and coordinate with Social Workers, Prevention Officers, community-based networks, local service providers, and other relevant stakeholders. Working in conflict-affected, displacement, and hard-to-reach areas, the Officer will also support remote coordination and monitoring arrangements when physical access is restricted, while ensuring staff safety, confidentiality, safeguarding, and accountability.

Job Responsibilities

Overall Project Implementation

- Coordinate and oversee CBCM implementation in accordance with approved project workplans, objectives, and organizational procedures.

- Ensure that protection concerns affecting adults and children are identified and addressed through appropriate case management support.
- Oversee the CBCM process, including identification, intake, assessment, case planning, assistance, referral, follow-up, and case closure.
- Ensure that case management support is based on individual needs, informed consent, confidentiality, safety, dignity, and Do No Harm principles.
- Provide technical guidance to Case Responders on case management procedures, documentation, referrals, and follow-up.
- Review case progress and support the escalation of complex or high-risk cases to the relevant technical focal person or supervisor.
- Coordinate safe referrals to available specialized services and local service providers.
- Ensure that assistance is provided according to approved eligibility criteria and documented assessment findings.
- Coordinate protection-related emergency assistance for conflict-affected and displaced civilians, including food, NFIs, shelter-related support, and other approved assistance.
- Monitor emerging protection needs and recommend appropriate response actions.

Capacity Building & Community Engagement

- Directly supervise Case Responders and provide regular supportive supervision.
- Develop and monitor staff workplans, assign responsibilities, and follow up on implementation progress.
- Provide coaching and technical guidance on CBCM procedures, case documentation, safe referrals, and follow-up.
- Conduct regular case reviews while maintaining confidentiality and appropriate information-sharing practices.
- Identify staff capacity-building needs and coordinate relevant training and refresher sessions.
- Coordinate with Social Workers, Prevention Officers, and community-based volunteers to ensure effective implementation and referral pathways.
- Promote teamwork, accountability, and professional conduct.
- Coordinate with community leaders, local networks, CBOs, and community-based volunteers to identify protection needs and support appropriate responses.
- Support community awareness activities on protection, available services, safeguarding, PSEA, and referral mechanisms.
- Ensure that community engagement activities are inclusive and accessible to adults, children, older persons, persons with disabilities, and other vulnerable groups.
- Promote safe feedback and complaint mechanisms.
- Maintain communication with community-based networks in hard-to-reach areas.

Monitoring, Evaluation, Data Management & Reporting

- Maintain complete, accurate, and strictly confidential CBCM files and records (both physical and digital).
- Lead digital data collection and entry using KOBO Toolbox or organizational databases in collaboration with the MERAL focal person.
- Ensure data validity, reliability, and integrity while maintaining strict confidentiality and data protection standards.
- Incorporate community feedback, beneficiary perspectives, and child participation into project adaptations to strengthen accountability.
- Document best practices, field challenges, emerging protection risks, and political/security shifts in operational areas.
- Prepare and submit bi-weekly, monthly, and quarterly work plans, case updates, and narrative reports to the supervisor.

Coordination, Collaboration & Networking

- Build and maintain trusted networks with local service providers, CSOs/CBOs, CP working groups, and frontline responders for effective referral pathways.
- Maintain and strengthen referral pathways for adults and children requiring specialized support.
- Participate in relevant coordination meetings and represent Triple-T when assigned.
- Coordinate with Program, MERAL, Finance, Logistics, and other relevant teams.
- Share updates on the operational context, emerging needs, access constraints, and implementation challenges.
- Support remote coordination and monitoring arrangements when field access is restricted.

Finance, Logistics & Administration

- Support preparation of activity budgets, expenditure estimates, payment requests, and other required financial documents.
- Monitor activity expenditures against approved budgets.
- Ensure that payments, advances, and settlements follow organizational procedures.
- Coordinate with Finance and Logistics teams for procurement and distribution of approved assistance items.
- Monitor the appropriate use and distribution of project materials and maintain relevant records.
- Support preparation of activity plans, field movement requests, and other administrative documents.

Safeguarding, Compliance & Safety

- Maintain a zero-tolerance policy for any violations of Protection from Sexual Exploitation and Abuse (PSEA) and Child Safeguarding policies.
- Follow field security procedures, movement protocols, and risk mitigation measures during field travel and case visits.

Other

- Other duties as assigned by the supervisor.

Requirements

Experience

- At least 2–4 years of relevant professional experience in humanitarian response, protection programming, Civilian-Based Case Management (CBCM), or Protection Case Management.
- Demonstrated practical experience in case management processes, including protection needs identification, intake, assessment, case planning, assistance, safe referrals, follow-up, and case closure.
- Experience supporting conflict-affected, displaced, and vulnerable populations, including adults and children.
- Experience in protection risk identification and providing appropriate support to individuals with different protection needs and vulnerabilities.
- Previous experience supervising, mentoring, or providing technical guidance to Case Responders, Social Workers, or community-based volunteers is highly desirable.
- Experience coordinating with local service providers, community-based organizations, civil society organizations, and community networks.
- Experience working in conflict-affected, access-constrained, or hard-to-reach areas is an advantage.

Qualifications

- Bachelor's degree in social work, Psychology, Sociology, Development Studies, Human Rights, or a related field.
- Relevant professional certificates in CBCM, Child Safeguarding, PSEA, or Psychosocial First Aid (PFA).

Skills and Knowledge

- Proficiency in digital data collection tools (KOBO Toolbox) and MS Office (Word, Excel).
- Fluency in Myanmar and English; knowledge of local regional languages (Rakhine, etc.) is a strong advantage.
- Willingness to travel frequently across field locations under challenging and insecure conditions.
- Commitment to regular self-care practices while managing high-pressure situations and openness to receiving technical supervision.
- Relevant training in Case Management, Protection Principles, PSEA, Safeguarding, Psychological First Aid (PFA), or related humanitarian fields is an advantage.

Triple-T's Standard Requirement

- Strong commitment to the Triple-T's vision, mission, goals, and values.
- Understanding and appreciation of diversity, equity, and inclusion principles.
- Willingness to respond to the needs of Myanmar and its people.
- Quick grasp of cultural and conflict sensitivity in various work contexts.
- Flexibility and adaptability to work collaboratively and overcome challenges in changing situations.
- Maintain a zero-tolerance policy for any violations of Protection from Sexual Exploitation and Abuse (PSEA) and Child Safeguarding policies.

We provide equal work opportunities regardless of age (at least 18), race, color, religion or belief, gender, sexual orientation, nationality, ethnic or social origin, status, disability, pregnancy or maternity, marital status, or any other characteristic.

This position is open exclusively to **Myanmar nationals**. Applicants are requested to clearly indicate the **position title and preferred duty station** in their application letter. Only shortlisted candidates will be contacted and invited for an interview.

HOW TO APPLY

Interested candidates are invited to submit CV to hr.recruitment@thetriple-t.org not later than **13 November 2026.**