The Trusted Taskforce
Vacancy Announcement

Position Title	**: Senior Manager (Protection)**
Number of Position	**: 1 Position**
Location/Duty Station	**: Chiang Mai 50%, Myanmar 50%**
Contract Type	**: Fixed-Term**
Report to	**: Chief Executive Officer (CEO)**
Application Deadline	**: 6 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 Senior Manager (Protection) is the lead of the Protection Project for People at Risk (PPP) and holds full accountability for its delivery. PPP is a protection project in Rakhine, Karenni (Kayah), Sagaing and Magway. Reporting to the CEO, the post-holder manages programme quality, budget, donor relations and reporting, compliance, administration, and internal and external coordination. The role is the senior technical lead for both Community-based Case Management (CBCM) and Child Protection Case Management (CPCM) as well as emergency response and other project activities. It develops and updates case management systems, SOPs and tools, leads and cares for the protection team, builds staff capacity, and contributes to fundraising.

Job Responsibilities

1. Project Leadership and Accountability

- Take full accountability for delivering PPP results on time, within budget and to quality standards, in line with the Grant Support Agreement (GSA), Description of Action, logframe and approved budget.
- Lead project start-up and prepare the annual and monthly workplans, together with the recruitment, procurement and spending plans. Track progress against targets and take corrective action when there are delays or gaps.
- Lead and oversee all project components:

- Community-based Case Management (Activity 1)
- Child Protection Case Management (Activity 2)
- prevention activities: EWS audio messaging, community awareness sessions, family-based GBV and child abuse prevention, and sanitary pad distribution (Activity 3)
- review of the case management SOP and tools (Activity 4)
- capacity building of staff, PVs and trusted network members (Activity 6)
- the emergency response and evacuation contingency (Activity 7)

- Contribute to the organizational policy, administrative structure and financial management system review (Activity 5) as it applies to the project.
- Maintain the project risk register: review it monthly, and more often when the context changes. Put mitigation measures in place for security, operational, financial, aid diversion and safeguarding risks.
- Make sure the project applies humanitarian principles, Do No Harm, conflict sensitivity and the low-visibility approach in high-risk areas.

2. Technical Leadership – CBCM, CPCM and Prevention

- Act as the senior technical lead for CBCM and CPCM. Make sure services follow survivor-centred, Best Interests of the Child, confidentiality, informed consent/assent and non-discrimination principles, the Child Protection Minimum Standards (CPMS) and inter-agency case management guidelines.
- Give final technical approval for high-risk and complex cases, Best Interests Assessments and Determinations, alternative care arrangements, family tracing and reunification, case closures, and case assistance above the threshold delegated to the Senior Officer (Protection).
- Make sure life-threatening cases are escalated and acted on within SOP timeframes. These include conflict-related sexual violence, suicide risk, arbitrary detention, and unaccompanied and separated children.
- Oversee case supervision, case conferences and quality assurance, including regular case file reviews.
- Make sure MHPSS is integrated into case management, and that clients are referred safely to specialized services.

3. Systems, SOPs and Tools

- Lead the review and revision of the existing Civilian Protection Case Management SOP into an integrated CBCM framework. The framework must define the roles of staff, People Volunteers (PVs) and trusted network members, as well as referral and quality assurance arrangements.
- Lead the development of the CPCM guideline, tools and CPCM database.
- With the Senior Officer (CM Database & Technical), oversee the upgrade of the case management database and dashboards. This includes data protection, access rights and information-sharing protocols.
- Review and update case eligibility criteria, the assistance guideline, the risk classification and referral pathways regularly, in line with the changing context.
- With the MEAL focal point, make sure the MEAL plan, indicator tracking, client satisfaction surveys and the complaints and feedback mechanism are in place and used to improve services.

4. Donor Relations, Reporting and Compliance

- Act as the main point of contact with donor for PPP, and maintain a transparent and proactive relationship with the donor.
- Lead the preparation and timely submission of donor reports, with Finance, Operation and MEAL:
- Make sure the project complies with the GSA and Triple-T policies.
- Prepare for and support audits, financial reviews and donor monitoring visits, and make sure findings are followed up and closed.

5. Budget and Financial Management

- Act as budget holder for PPP within the limits set in the authorization matrix.

- Monitor budget versus actual spending monthly, forecast spending and the burn rate, and flag variances early. Propose reallocations to the CEO.
- With Finance, prepare cash utilization reports and payment requests.
- Approve purchase requests, payments and case assistance within delegated authority. Make sure costs give value for money and are eligible, and that measures to prevent fraud, aid diversion and conflict of interest are applied.
- Make sure case assistance documentation is audit-ready while protecting client identity.

6. People Management, Staff Wellbeing and Capacity Building

- Line manage the Senior Officer (Protection), and other protection team members. This covers setting objectives, probation reviews, regular supervision, annual performance appraisals and managing performance.
- With HR, lead recruitment and onboarding for project positions, including safeguarding reference checks.
- Lead the project capacity building plan (Activity 6) for staff, PVs and trusted network members. Topics include CBCM, CPCM, PFA, PSS, PSEA, child safeguarding, digital security, case management supervision and self-care.
- Uphold duty of care:
    - monitor workload, stress and vicarious trauma
    - make sure staff have access to supervision and psychosocial support
    - make sure the Duty of Care Policy, security briefings and security protocols are applied for staff, PVs and trusted networks
- Coach the Senior Officer (Protection) to deputise, and build leadership within the team.

7. Coordination and Representation

- Represent Triple-T on PPP, the Protection Cluster, the Child Protection and GBV Areas of Responsibility, and other coordination forums, as well as with local stakeholders where it is safe to do so.
- Maintain working relationships with service providers, referral partners, EARN and trusted networks.
- Work with Finance, HR, Admin, Logistics, Procurement, MEAL, Security and IT to deliver services on time and keep documentation compliant.
- Provide regular project updates to the CEO and the Senior Management Team.

8. Safeguarding, PSEA and Accountability

- Lead PSEA and Child Safeguarding for the project, and act as PSEA/CSG Focal when designated. Make sure all staff, PVs, contractors and trusted network members sign the Code of Conduct and are trained.
- Make sure SEA and child safeguarding concerns and critical incidents are reported promptly, in line with the GSA and Triple-T policy. Maintain strict confidentiality throughout.
- Make sure communities, including children and persons with disabilities, can access a safe, confidential complaints and feedback mechanism, and that feedback is acted on.
- Make sure the project collects sex-, age- and disability-disaggregated data and applies gender and disability inclusion commitments.

9. Fundraising and Programme Development

- Identify funding opportunities, and lead or contribute to concept notes, proposals and budgets for protection, CBCM and CPCM programming.
- Use project learning and anonymized evidence to inform new programme design and advocacy. No identifiable case information may be used without informed consent and a safety risk assessment.

10. Other

- Perform other duties assigned by the CEO and/or line supervisor.

Decision-Making Authority

- Budget holder for PPP within the limits set in the authorization matrix.
- Final approval of high-risk CBCM and CPCM case plans, Best Interests Determinations, alternative care arrangements and case closures, and of case assistance above the Senior Officer threshold, up to [threshold].
- Approval of project workplans and training plans. SOPs and guidelines are endorsed by the Senior Project Manager and signed off by the CEO.
- Recruitment selection and performance management decisions for the protection team, with HR.
- Escalate to the CEO: budget reallocations that need donor approval, SEA and child safeguarding allegations, critical security incidents, changes of key personnel, major risks, and any donor non-compliance.

Job Specification

Experience

- 7–9 years technical experience in specialized field, with 3+ years in management. At least 8 years of protection programming experience in humanitarian or conflict settings, including at least 4 years managing multi-location projects, teams and budgets (budgets above USD 1 million preferred).
- Expert hands-on and supervisory experience in both CBCM/protection case management and CPCM, including Best Interests Assessments and Determinations, alternative care, and family tracing and reunification.
- Proven experience managing UN, INGO or institutional donor grants, including donor reporting, compliance and audits.
- Experience developing case management SOPs, tools and databases.
- Experience managing teams remotely in conflict-affected areas of Myanmar.
- A track record in fundraising and proposal development.

Qualifications

- Any Bachelor’s degree with relevant Diploma with extensive experience. Master's degree in Social Work, Psychology, Law, Development Studies, Humanitarian Action or a related field is preferable.
- Certified training in case management, CPCM, PSEA and PFA is an advantage.

Skills and Knowledge

- Expert knowledge of the CPMS, inter-agency case management guidelines, the GBV Guiding Principles and IASC PSEA standards.
- Strong leadership, people management, coaching and supervision skills, with a commitment to staff care.
- Sound financial and budget management skills.
- Excellent report writing and communication in English and Burmese. Local languages of the project areas are an asset.
- Good understanding of data protection and digital security in high-risk contexts.
- Sound judgement and the ability to make timely decisions under pressure and with incomplete information.
- Trustworthiness and the highest ethical standards, including strict confidentiality.
- Proficiency in MS Office. Experience with KoboToolbox and Power BI is an asset.
- Commitment to regular self-care practices, and openness to feedback.

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 only to **Myanmar Nationalities.** Please specify position and duty station in your application letter. Applicants need to manage their visas independently, and the organization is unable to provide financial or logistical support.

HOW TO APPLY

Interested candidates are invited to submit CV to hr.recruitment@thetriple-t.org not later than **6 November 2026.**