



**Job Announcement**  
 Assistant Field Officer  
 (CLWR Project- 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2019)  
 One Post  
 Sittwe, Pauk Taw Tsp, Rakhine State

The Lutheran World Federation (LWF) Myanmar is an international non-government organization serving the people of Myanmar since 2008 after Cyclone Nargis. Currently LWF is facilitating rights-based empowerment process in 34 villages of Mindat and 20 villages in Matupi Township, Chin State, 29 villages of Kyarinnseikgyi, Pharpun and Hlainbwe Townships in Kayin State and 21 villages in Ann Township, Rakhine State. 36 Women Groups in Pyapon, Dedaye and Twantay Townships are also being supported and accompanied technically for sustainability. LWF is also assisting the IDPs, host communities and nearby villages of Sittwe, Mrauk U, Ponna Kyun and Pauktaw Township in Rakhine State to improve children’s access to education. LWF also works with Camp Management Committees (CMC) of 8 camps in Sittwe and Pauktaw Townships. Mainstreaming community based psychosocial support; gender; environment; fire-safety and protection are integral part of the program.

The working approach of LWF is Rights Based Empowerment and Integrated Programmatic Approaches. Livelihoods, Quality Services, Protection and Social Cohesion and Systems and Practices for Quality Programming are four main components of LWF Myanmar. The strategic objectives of LWF are Communities have increased access to livelihoods and income generating opportunities, Communities have improved access to quality basic services (including basic infrastructures: roads, water, sanitation, electricity; education and healthcare) through their active engagement and Right holders, especially women, are empowered in managing their individual, household and village development through accessing their rights and entitlements. Its values and principles such as Dignity, Human Rights and Justice, Compassion and Commitment, Inclusion and Diversity, Meaningful Participation, Transparency and Accountability, Humanitarian Principles, Gender Justice and Climate Change guide the work.

LWF Myanmar is dedicated to promoting children’s rights and ensuring that their welfare and physical security are recognized, safeguarded and protected in accordance to UNCRC; and international, regional and national standards. LWF Myanmar commits itself to creating and maintaining an environment which promotes its core values and prevent children from physical abuse, neglect, emotional abuse and sexual abuse. Employees are expected to adhere to LWF Child Protection Policy and safeguard children and Protection, Sexual Exploitation and Abuse (PSEA).

**Job Summary:**

The Assistant Field Officer (AFO) is responsible to ensure smooth implementation of CLWR/GAC-IHA funded Humanitarian Assistance Project focusing to address urgent basic needs by increasing access to NFIs, solar lighting, gender-sensitive shelter, dignity kits, assistive devices (including mobility aids), gender responsive camp improvements and emergency preparedness. It also aims to increase human dignity, improve living conditions and build the skills and capacities of women, girls, and PSNs on their rights, improving leadership, literacy and language skills, and supporting the involvement of both women and men in community decision making processes. The AFO is based in LWF Sittwe Field Office but is required to undertake regular visits to IDP camps of Sittwe and Pauktaw Townships of the Rakhine State. The AFO will report to the Empowerment Officer and supervise camp based incentive staffs or assigned by the Project Coordinator. The specific responsibilities of the AFO include:

**6. Major Responsibilities**

Areas of Responsibilities	Performance Expectations
<b>6.1 Planning, Monitoring, Implementation and Evaluation</b>	<ul style="list-style-type: none"> <li>• Collect and analyze data for the project design, implement, monitoring and evaluation of the program of WASH, SRHR, NFIs, Shelter, camp improvement, emergency preparedness, women and girls rights and camp institutions’ capacity building activities.</li> <li>• Prepare project implementation plan and guidelines to make easier for field staffs and incentive works.</li> </ul>

	<ul style="list-style-type: none"> <li>• Supervise, implement and administer of the project activities related to WASH, SRHR, NFIs, Shelter, camp improvement, emergency preparedness, women and girls rights and camp institutions' capacity building activities in accordance with LWF policies and procedures.</li> <li>• Plan, implement and monitor activities including cross cutting activities related to Protection, Gender, Environment and DRR in targeted IDP camps.</li> <li>• Responsible for ensuring that project policies are compatible with the expectations of the donors and government authorities.</li> <li>• Organize and facilitate training and workshops in above mentioned themes to target groups</li> <li>• Supervise and appraise the work of the staff under supervision.</li> </ul>
<b>6.2 Financial, administrative and logistics management</b>	<ul style="list-style-type: none"> <li>• Ensure all expenses of programs under each budget lines at Sittwe and local implementing partners are in line with the approved budget and set norms. Necessary actions are timely taken for any under and over expenses as per the guidance of donor partner and/or LWF financial management.</li> <li>• Work closely with finance and admin staff to ensure they have the information needed to support the project activities and keep it running smoothly.</li> <li>• Ensure that all items/materials procured are of high quality to meet the necessary standard of program.</li> </ul>
<b>6.3 IEC materials, Communication and Reporting</b>	<ul style="list-style-type: none"> <li>• Prepare and distribute communication and IEC materials related to WASH, SRHR, NFIs, Shelter, camp improvement, emergency preparedness, women and girls rights and camp institutions' capacity building and cross cutting themes as appropriate to the target groups.</li> <li>• Assist EO to conducts negotiations and maintains correspondence as necessary for the operation of the project.</li> <li>• Submit report to the local authorities and assist local NGOs to submit required reports on time and with quality</li> <li>• Submit activity reports, monthly reports and as required by the supervisor.</li> <li>• Assist EO to submit interim and final reports.</li> </ul>
<b>6.4 NGO Coordination, Capacity Building and Public Relation</b>	<ul style="list-style-type: none"> <li>• Coordinate all activities with local government, clusters, sectors and working groups and private sectors and other NGOs working in the same field.</li> <li>• Conduct training to the LWF staffs, incentive workers and social groups.</li> <li>• Identify and where appropriate collaborate with camp/village/community leaders, NGOs, CBOs and other social groups at village/township levels.</li> <li>• Represent LWF in meetings as called upon at village/township levels.</li> </ul>
<b>6.5 Accountability, Reporting and Others</b>	<ul style="list-style-type: none"> <li>• Ensure accountability to the local authorities and people we served.</li> <li>• Fulfill any other responsibilities as may be assigned or delegated by the Supervisor or Project Coordinator from time to time.</li> </ul>

## 7. Level of Responsibility & Authority:

This is a Sittwe based position with responsibility for the multi-sector project activities of the Rakhine based project and direct supervisory responsibility for the project camp based staffs.

## 8. Job Requirements

### 8.1 Technical skills & Experiences:

- Formal qualifications: Bachelor Degree in social science or development studies.
- Two years of related experiences in humanitarian or development field (if possible with refugee or IDP camps).
- Strong participatory leadership, management and interpersonal skills.

- Demonstrated leadership and education program development abilities and strategic thinking.
- Strong team building skills.
- Willingness to learn and travel to remote areas.
- Fluent spoken and written English language skills and computer literacy.

### 8.2 Desirable qualifications:

- The person should be able to work in collaboration with many other implementing agencies at the Government authorities at village or Township levels and local NGOs.
- Familiarity with the host villages and IDP camps set up or is willing to learn.
- Experience and familiarity with development projects
- Willingness to live and frequently travel in camps and villages in Rakhine State.
- Cultural sensitivity, team spirit and a can-do attitude of service.
- Understanding of Conflict Sensitivity” and “Do No Harm” principles.
- Embraces the vision, mission, and values of the LWF Myanmar and is committed to work towards meeting its goals and objectives.

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LWF Myanmar has immediate vacancy for this position. Therefore, Myanmar citizens fulfilling the above requirements are requested to submit an application letter; full CV; copy of NRC; a recent photo; name and contact details of 3 references (one reference must be from current employer); your email and / or telephone number and address. Applications not containing these documents will not be shortlisted.

Lutheran World Federation is an equal opportunity organization, and qualified women are encouraged to apply. For detailed information of LWF Myanmar Program, please visit <https://myanmar.lutheranworld.org>

Applications can be submitted via email [hr.lwf.mm@gmail.com](mailto:hr.lwf.mm@gmail.com) or at any one of the following Lutheran World Federation Myanmar offices.

1) LWF- Yangon Office  
No.11, Kan Street, (6) Ward, Hlaing Township, Yangon.

2) LWF– Sittwe Office  
House No.278, Thit Sar Street, North San Pya Ward, Pyi Taw Tar Quarter, Sittwe, Rakhine State, Myanmar

3) LWF – Chin Office  
No.552, Tha Khin Aung Min Street, West Ward, Mindat Township.

4) LWF – Kayin Office  
No. 6/833, Corner of Sein Si Mya Street and Hpa Yar Street, 6 Ward, Hpa An Tsp.

5) LWF– Ann Office  
No. (16), Yadanar Street, 5 Ward, Ann Township.

Lutheran World Federation is an equal opportunity organization, and qualified women are especially encouraged to apply.

For detailed information of LWF Myanmar Program, please visit <https://myanmar.lutheranworld.org/>

Note: Only shortlisted candidates will be contacted for written test and interview. The shortlisted candidates have to bring the updated education certificates for interview.

**Application Deadline: 12<sup>th</sup> March 2019: 5pm**