



The Lutheran World Federation Myanmar Program

JOB Announcement

Position title:	Community Empowerment Facilitator
Responsibility level:	Grade 3
Report to:	Community Empowerment Officer
Duty station:	Hpa Ann Tsp, Kayin State

Background

LWF proactively works with partners to address displacement, poverty, and injustice, including promotion of gender equality and climate resilience

The Lutheran World Federation (LWF) Myanmar is an international non-governmental organization serving the people of Myanmar since 2008. We are a rights-based humanitarian and development organization. Therefore, at the center of everything we do are the people involved in and affected by our work: internally displaced persons, returnees, host communities, the poor, and marginalized populations. LWF Myanmar engages with and supports duty bearers while empowering partner individuals, households, and community development organizations to claim their rights. Within the present LWF Myanmar Strategy 2019-2024, our work spans the realms of humanitarian assistance, recovery, and long-term development, building upon three interrelated programmatic areas: Livelihoods; Quality services; and Protection and social cohesion.

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 **Community Empowerment Facilitator (CEF)** will live and work in the village(s) assigned to learn and understand the people and to facilitate the rights based community empowerment process. This will be done through participatory planning, implementation, monitoring and evaluations. Following LWF guidelines, work plans and budgets, the CEF helps establish Village Development Committees and Community Based Organizations, provides capacity building, and encourages the partner community's participation in the rights based empowerment and sustainable development processes.

The CEF is directly based in communities/ villages where she/ he assigned. The CEF works in close cooperation with Business Empowerment Facilitator and other relevant technical staff. The CEF will assist in all activities set out in the work plan and as directed by the PC through the PO. Activities outside the work plan may only be conducted after submission of a written request to the PC and receiving from the PC written authorization.

Major Responsibilities:**Provides project orientation to communities and facilitates the establishment of VDCs**

- Provide an orientation of Rights Based Approach, RB Advocacy, Community Empowerment, Participatory Poverty Reduction etc.
- Facilitates the process of establishment of VDCs and other Local Development Initiative groups
- Provides some guidance and procedures to VDCs/CBOs so that they will function well. This includes facilitation of structural development, clarifying roles & responsibilities, assisting in the drafting of bylaws, and regulations etc. Training and capacity building of staff and communities

Facilitates VDCs and communities to establish the Village Development Planning and Monitoring Documents and their responsible villages such as CO/CD, HR & Advocacy, Health & HIV-AIDS, IG, Education, Food Security, Environment and Disaster preparedness)

- Facilitates the data collection from the assigned communities by using the participatory methods, document and report to TF/PO
- Facilitates community to prioritize needs and propose community action.
- Assist VDC, community to prepare annual VDPMD and small proposal writing for funding support
- Facilitates the community to mobilize resources and organize for the implementation of project activities
- Assist the community/ VDC to conduct village self-assessment annually by using Most Significant Change tool and applying the village graduation guideline.

Make sure community achievements accomplished at their responsible villages such as CO/CD, HR & Advocacy, Health & HIV-AIDS, IG, Education, Food Security, Environment and Disaster preparedness)

- Facilitate basic CO/CD leadership and management training to partner communities.
- Facilitate basic rights awareness and rights based advocacy methods.
- Assist the Village Health Volunteers (VHVs) and supports them in implementing health/ HIV&AIDS, WatSan, Nutrition and etc.
- Assist in establishing Farmer Field Schools (FFS), and support appropriate agriculture, animal raising, gardening, etc. activities.
- Assist and support revolving funds, self-reliance groups, vocational training, and other business initiatives
- Facilitate and support VDC's on awareness of forestry and environmental issues,
- Facilitate and support CBDMC in preparing plans and mitigation activities

Facilitates community training and provides capacity building to VDC, community and other CBOs

- Coordinate in providing community training as planned in collaboration with other staff
- Conduct training follow up with VDC, CBOs and interested community members

Participates in project meetings and contributes to project recordkeeping, monitoring and reporting

- Ensure any report and documents are prepared and submitted on time to meet deadlines
- Prepare special reports about the project's progress
- Lead in monthly, quarterly and annual monitoring reports
- Keep the Program Coordinator updated on any relevant information or document which supports the projects implementation.

Facilitate the VDC and community to build up network with others

- Initiate for the possible establishment of community networking mechanism with other villages
- Facilitate the community networks to support Rights Based Advocacy through active non-violence.

Others

- Other activities as requested by the supervisor

Qualifications and Experience:

- Minimum academic qualification: High School (Grade 11) passes or Bachelor Degree is preferable.
- Language proficiency: Should be fluent in the local language.
- A big emphasis on business skills and knowledge of trade
- Well qualified in saving and credit group management skills

Required Conditions and Skills:

- Age between 20 to 40 years.
- Should be permanent resident of **Hpa Ann** Township area.
- Willingness to work in any villages of **Hpa Ann** and live all time in the village.
- Ability to drive motorbike with license.

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** 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.

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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: 10th May 2019; 5:00 pm