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The Lutheran World Federation Myanmar Program

JOB Announcement

Position title:	Protection and Community Service Officer
Responsibility level:	Grade 5
Report to:	Camp Coordination and Camp Management Coordinator
Duty station:	Sittwe, Pauk Taw Tsp, Rakhine 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

LWF commenced its humanitarian assistance to the people of Rakhain State in 2013. Since then, it is extending its supports through humanitarian and development projects. LWF Sittwe Office is a field office of LWF Myanmar Country Program with composition of diverse discipline and capacity of staffs as well as nature and stage of projects. Apparently, it is expected that the knowledge, virtue and skill of each staff will enrich the organizational learning environment and benefit individual staff as well as organization.

The role of the Protection and Community Service Officer (PCSO) is entrusted with the responsibility is to lead Protection/Community Service and DRR/Fire Safety team to achieve objectives of project on "Protection and support to communities affected by displacement in central Rakhine State" supported by UNHCR. The PCSO is expected to ensure LWF Myanmar's consistency and coherence in his/her works, and promotes institutional learning and synergy.

The PCSO shall perform his/her duties under the guidance of the CCCMPC as well as agreed cluster/group ToR is internalized by all staff and are following it.

1. Major Responsibilities:

Areas of Responsibilities	Performance Expectation
6.1 Project sector leadership and management	<ul style="list-style-type: none"> • Ensure that HAP, CHS/Sphere and other international standards to which LWF is signatory or partner to be adequately addressed in “LWF Myanmar Accountability Framework”. • Internalize PPA with UNHCR and responsible to ensure implementation of the project accordingly. • Be familiar with LWF Myanmar Country Strategy • Provide input in preparing policies, guidelines, manuals and project documents to ensure inclusion of elements of protection framework. • Build team and cooperate with other sector in organization. • S/he shall lead the protection/community service, psychosocial theme and DRR/Fire Safety on behalf of the organization. • Represent in cluster and sub cluster forum as well as government mechanism in consultation with CCCMPC.
6.2 Information management	<ul style="list-style-type: none"> • Ensure to maintain Protection Information Management System (PIMS) • Collect, verify and update PSN list and maintain database with DMA. • Collect PSN needs by using agreed tools (FGD and Home visit), verify and compile the needs. • Maintain standard in-kind support to PSN as agreed in Protection Working Group.
6.3 Planning, Monitoring, Reporting, Reflection and Learning	<ul style="list-style-type: none"> • Be familiar with Project Document, its annexes (work plan, installment plan) and Project Cycle Management. • Prepare monthly plan based on approved workplan with team well in advance and submit to AO fir further TA process. • Ensures the implementation of activities based on approved plan, budget and agreed process. • Guide to ACSO/ADRRO for need identification and post distribution monitoring and compile the report. • Lead ACSO/ADRRO to implement activities with facilitation approach. • Ensure Community Based Protection Mechanism in the sites with community center. • Mobilize APCSO and Camp level facilitator to vigilant the protection issues and maintain record as agreed in Inter Agency Referral guideline. • Refer the case for service providers in consultation with CCCMPC with maintaining consent and confidentiality. • Ensure assistance to PSN and target group in time and maintain record properly. Do not keep any material in stock longtime that planned to distribute to the people. • Monitor the APCSO/ADRRO and backstop them as required. • Collect the reports from camp focal person prepare monthly, case story, annual and other report in given format and submit to CCCMPC within 3rd of each following month.
6.4 Capacity Development of Staff and camp-based workers	<ul style="list-style-type: none"> • Develop training needs and training package for staffs and Camp Based Incentive Workers and Volunteers. • Coach all staff to understand Protection, community service, psycho social support and DRR/Fire Safety. • Ensures that new staffs are provided with a thorough orientation to the Protection and Community Service Frame and activities implementation process. • Conduct sessions on Protection, Inter Agency Referral Guideline, CBP, GBV, CoC and PSEA to staffs. • Ensure gender-sensitive with the goal of gender balance within the staff, both in terms of numbers and levels of responsibility and ensuring that the skills of staff are developed and utilized to the fullest extent possible for the furtherance of the program. • Assign, Mobilize, Supervise and appraise the work of the staff under his/her supervision.

Areas of Responsibilities	Performance Expectation
6.5 Networking and Coordination	<ul style="list-style-type: none"> • Update Stakeholder matrix related with protection, community service and DRR/Fire Safety. • Establish relation with Protection and DRR focal person of other agency, share and learn regarding Protection/CS and DRR/Fire Safety. • Work closely with other sector of LWF to enhance Protection and Gender Mainstreaming in organization. • Liaise with concerned Government Department to enhance relation and accountability.
6.6 Financial, procurement and administrative management	<ul style="list-style-type: none"> • Prepare cash forecast in line with approved PPA and submit to Finance in time. • Ensures all expenses in Protection/Community Service and DRR/Fire Safety are in line with the approved budget and takes necessary and timely actions on any under and over expenses as per the guidance of donor partner and/or LWF financial management. • Prepare procurement plan, Material/service request of the sector and provide to Procurement section. • Works closely with procurement, finance, logistic and admin staff to ensure they have the information needed to support Protection and CS work and keep it running smoothly. • Ensure proper documentation (distribution list) of distributed materials and maintain a summary sheet with received and balance. • Keep and or facilitate to ACSO/ADRRO to keep records of the camp, PSN, and other population served.
6.7 Others	<ul style="list-style-type: none"> • Collect reference material from different source and equipped your knowledge. • Perform any other duties as may be assigned by the Supervisor as and when needed.

2. Level of Responsibility and Authority:

- Responsible for LWF Myanmar Accountability Framework implementation and provide inputs for the development and review of relevant LWF policies and Guidelines.

3. Qualifications and Experience:

- Bachelor's Degree in development or a related field.
- Minimum three years of relevant experiences.
- Ability to write reports in English.
- Good understanding of Protection, Community Protection mechanism, Community Service and DRR/Fire Safety.
- Conceptual clarity on recent community development trends.
- Computer skills – MS Office, Excel, Power point.

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