



The Lutheran World Federation Myanmar Program

JOB Announcement

Position title:	Training Officer.
Responsibility level:	Grade 5
Report to:	Education 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 assistance to people of the Rakhaine State from 2013 through humanitarian assistance. Since then, it is extending its supports to people of Rakhaine through humanitarian and development projects. LWF Sittwe Office is a field office of LWF Myanmar comprises of diverse aptitude 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 Training Officer (TO) is entrusted with the responsibility to understand essence of Education in Emergency and Government Formal Education policies and systems. The TO shall perform his/her duties to monitor "Education Assistance to Children in Rakhine State" project within the framework of agreement with EU and LWF PPA and policies. The TO is expected to ensure LWF Myanmar's consistency and coherence in his/her works, and promotes institutional learning and synergy. S/he is directly responsible with EC. The TO is based in Sittwe/Pauk Taw, but is required to undertake frequent visit in the assigned sites as EC assigned.

7. Responsibilities and expected performance:

Areas of Responsibilities	Performance Expectations
General	<ul style="list-style-type: none"> • Familiarize him/her with and work in accordance with the mission, vision, over all goals, objectives, policies and guidelines of The Lutheran World Federation. • Familiarize with Core Humanitarian Standards, EiE and INEE standards • Familiarize with Project Document and Internalize Log Frame and its anticipated results. • Familiarize with Government policies and provisions in Education sectors. • Be free from party political influence. • Fulfills any other responsibilities as assigned or delegated by the EC.
Training Need assessment and Planning	<ul style="list-style-type: none"> • Identify the training needs, formulate training programs, set training objectives and desired performance level related to Education in Emergencies (EiE), education development, school based DRR, and psychosocial support activities. • Prepare training action plans that include learning theories, instructional design, content, materials and other training elements in coordination with program units. • Prepare training budget, schedule of training activities and organization of any related resources (facilities, materials, equipment, etc.) • Identify and prepare profiles of appropriate resource persons/facilitators • Formulate training curriculum based on the agreed strategies/plans on the cluster/ sector including focal govt. department(s) and priorities in cooperation with other stakeholders and LWF program units • Update various training curriculum, training materials, lesson plans, methods, contents and intended outcomes of the trainings together with relevant program unit(s) and translate training materials in Myanmar/local language as required • Assess to identify training needs of right holders through analysis, appraisal and regular consultation with stakeholders and relevant LWF program units • Design and expand training programs based on the learners' characteristics and needs of the people and groups LWF serves
Implementation	<ul style="list-style-type: none"> • Execute of various trainings to the groups, such as Formal School Teachers, TLS Community Teachers, NFE Facilitators, CFS Animators and members of SMCs, PTAs, YDGs, DRR Groups, CDGs/Peer Groups, etc. • Lead the training team, guide and manage staffs under supervision and mobilize resource persons/facilitators to execute identified trainings • Facilitate/conduct training sessions along with LWF program units as required • Conduct regular coaching sessions for field staffs during project/field visits • Contribute training and capacity building strategy for the organization • Ensure basic training requirements are met • Solve specific training problems with the help of colleagues/supervisor
Appraisal, Monitoring and evaluation	<ul style="list-style-type: none"> • Visit field/project sites at regular basis for training appraisals and producing training materials for the program mentioned above • Monitor and review the progress of trainees through survey questionnaires and Focus Group Discussions with help of supervisor/colleagues • Evaluate training program to determine if it was successful and met objectives • Collect/analyze feedback from all stakeholders to determine program and instructor effectiveness and also knowledge or skill acquisition • Identify any weaknesses and revise the training curriculum and content if required • Revisit/revise training programs (as necessary) in order to adapt to changes occurring in the groups and other stakeholders
Documentation/ Reporting	<ul style="list-style-type: none"> • Keep up-to-date with developments all trainings by reading relevant reports • Write field visit reports including feedback & recommendations and submit to the relevant program unit(s) and the Education Coordinator • Ensure that all training related documentations are up to date in all field offices • Provide necessary information to the relevant program unit(s) and the Education Coordinator for preparation of routine and special reports • Write training related human stories and also provide necessary information for Annual Reports, Websites and others as required • Maintain records, write reports and determine priorities

Areas of Responsibilities	Performance Expectations
	<ul style="list-style-type: none"> Submit training/event completion report, monthly and annual reports as per the organization, government and donor need
Proposals and budgeting	<ul style="list-style-type: none"> Assist Project Coordinator with writing project proposals Prepare specific budgets for training and related activities Contribute to resource mobilization efforts when called upon Participate in needs assessments organized by UNOCHA, Government Authorities or ACT Myanmar Forum/members as required
Coordination	<ul style="list-style-type: none"> Coordinate with relevant government and sector/cluster counterparts Correspond with funding partners as assigned by the Supervisor Consult with RRD and relevant Govt. departments at all levels as required Coordinate with training resource persons and institutions Coordinate with LWF HR and other relevant units for in-house training needs Coordinate with L/INGOs as required at Township/State level

8. Classification and authority

This position serves as PMT members and is a Grade 5 position, with supervisory responsibilities of Asst. Training Officer(s) and other relevant field staffs.

Job Requirements:

Technical skills & Experiences:

- Relevant working experience in training design and delivery
- At least three years of experience in development work, especially in rural community development work.
- At least three years of experience in community and staff training.
- Good communication and interpersonal skills.
- Ability to speak read and write in English and Myanmar. Strong verbal and written communication skills
- Computer literacy in Windows and Excel.

Desirable qualifications:

- Willingness to travel to project areas
- Motivation to assist most vulnerable people in rural areas to improve their standard of living
- Strong understanding and experience in business and finance.
- Understand the needs/challenges/motivations that micro/small business owners experience and be able to address those throughout the training
- Excellent interpersonal skills to facilitate a meaningful learning experience; confidence, flexibility, listening skills, able to work with different/difficult personalities
- Experience in working cross culturally and with disadvantaged communities
- Ability to lead groups through ambiguity and hold a space for learning and develop creative problem-solving

Duty Station:

- The position will be based in **Sittwe, Pauk Taw Tsp, Rakhine State** .

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: 16th May 2019; 5:00 pm