



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 An

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.

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 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 Structures (CBSs), 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 closely cooperation with **Community Empowerment Officer** and other relevant technical staff. Community Empowerment Facilitators is ultimately responsible to Project Coordinator in field office and will directly report to **Community Empowerment Officer**. The CEF will assist in all activities set out in the work plan and as directed by the respective **Community Empowerment Officer**.

Main responsibilities

Areas of responsibility	Performance expectations
Community Mobilization	<ul style="list-style-type: none"> Facilitate villagers to analyze their situation (poverty analysis, education, livelihood, disaster, resources, skills, household well-being ranking and etc.....) Identify the issues of Human Rights, Protection and Social Cohesion within villages and submit reports to field office. Collect specific information and data regarding to improvement of government services in village and submit to field office.

	<ul style="list-style-type: none"> Facilitate villagers to plan, implement and mobilize their resources.
Community Based Organizations (CBOs) Development	<ul style="list-style-type: none"> Facilitate villagers to organize themselves as Community Based Structures(CBSs) (VDCs and Groups) and formulate VDC and Group rules and regulations. Facilitate CBSs (VDCs and Groups) to do Village Self-Assessment (VSA), prepare inclusive Village Development Plan (VDP), implement, mobilize local resources and monitor. Train VDCs and Groups in meeting minute writing, record keeping, book keeping and report writing. Coach VDCs and Groups CBSs during their regular meetings. Facilitate and coach VDCs and CBSs to write Micro Project Proposals for implementing village development activities based on VDPs.
Household Development	<ul style="list-style-type: none"> Based on well-being ranking facilitate CBSs to select Partner Households (PH). On regular visit facilitate each PH to analyze their situation, prepare PH Development Plan (PHDP), implement and follow-up. Conduct regular home visits to each PH and coach on various issues. Follow up all supported activities to ensure the improving of each PH.
Networking with Local Government Structure and Others	<ul style="list-style-type: none"> Understand the roles of Village, Village Tract and Township Offices. Keep the Local Government such as Village and Village Tract Administrators informed of the project activities. Ensure that the VDCs and Groups have adequate consultation and coordination with the Village and Village Tract Administrators. Be informed of the work of Government departments, UN Agencies, INGOs, and local NGOs, CBSs, private companies and others in the respective villages and coordinate with them.
Procurement	<ul style="list-style-type: none"> Coach VDCs and Groups on Community Procurement Procedures based on Community Procurement Policy. Facilitate VDCs and Groups with liquidation process. Facilitate VDCs and Groups to keep all documents in villages related with development activities.
Reporting	<ul style="list-style-type: none"> Facilitate VDCs, Groups and PH to prepare and submit regular reports. Submit monthly reports of implemented empowerment activities in villages. Write daily diary and stories related the issues in villages such as livelihood, education, health, exploitation; human rights etc. and then submit to office. Submit reports as required by PME system, Empowerment Tools (ET), PMT decision and the Supervisor. Facilitate related stakeholders to collect the data such as School Enrollment and transitional data.
Others	<ul style="list-style-type: none"> Perform any other duties as may be assigned by the Supervisor or his/her designee as and when necessary.

Qualifications and Experience:

- Minimum academic qualification: High School (Grade 11) passed.

Required Conditions and Skills:

- Age between 20 to 40 years.
- Prefer permanent residents of Hlaing Bwe, Kyarin Sate Gyi and Phar Pun Township areas.
- Willingness to work in any villages of Hlaing Bwe, Kyarin Sate Gyi and Phar Pun Townships and live all time in the village.
- Ability to drive motorbike with license.
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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 to: hr.myanmar@lutheranworld.org or 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.

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: 6 September 2019; 5:00 pm

