The Lutheran World Federation
Myanmar Program

JOB Announcement

Position title: **Community Empowerment Officer**
Responsibility level: **Grade 5**
Report to: **Area Coordinator**
Duty station: **Ann Office, Rakhine State**
No of Persons: **One**

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 Officer for Livelihoods (Climate Change, Environment and Disaster Risk Management) is responsible for assisting the Area Coordinator in the implementation of the projects assigned (including RBEP, WELP and UPR) and the Livelihood (Climate Change, Environment and Disaster Risk Management) components as applicable.

He/She directly supervises the LWF Community Empowerment Facilitators (CEFs) (3-8 in total) in the geographic area of assignment and promotes the project/organization in matters related to project implementation at the village and township level as assigned and for Livelihood (Climate Change, Environment and Disaster Risk Management) matters as they relate to the project objectives and work plan. This also involves coaching of the CEF's capacity development, community capacity building, technical assistance, advocacy and networking coordination.

The CEO is based in the Project Field Office and undertakes frequent facilitation/monitoring visits to support the project implementation in the geographic area and thematic areas of assignment.

The CEO for Livelihoods reports to the Area Coordinator and coordinates at technical level closely with the Livelihood Coordinator and PMEC based in Yangon.

As a member of field office project management team (PMT), the CEO assists the Area Coordinator in planning, implementation, monitoring, evaluation, reporting, accountability and knowledge management for project implementation. In addition the CEO is responsible to develop strategic partnerships, coordination, and collaboration with the relevant Government township level line departments in its area of expertise other CSO's and INGOs, LNGOs, private sector and the general public.

Main responsibilities

Areas of responsibility	Performance expectations

CEO' Supervision and Leadership	• CEO has to lead the respective numbers of assigned CEFs in planning, implementation and decision making process. • CEO has to closely the respective numbers of assigned CEFs to ensure all plans and implementation and facilitation according to **Rights Based Empowerment Approach.** • Supervise project level annual work plans with respective assigned CEFs. • CEO ensure CEF to follow **policies, guidelines and formats** established to empower VDCs, Groups and partner households. • Contribute to CEO's and Community capacity building in areas of competence. • Lead to communicate with external resource persons/trainers, government official as directed and bring matters to the PMT for final decision as warranted. • Attend village tract and township level and other meetings as assigned by the Area Coordinator. • Facilitate strategic partnerships with relevant stakeholders at the local level and promote appropriate networks and market linkages.
Project Development, Planning and Implementation	• Support CEF's to analyze village development plans (VDPs), Group plans and partner household (PH) plans Assist CEF's in village/ village tract plan revision processes. • Provide inputs for formulation of new activities to help meet the projects implementation and projects livelihoods objectives (RBEP, WELP, Act joint and UPR). • Facilitate CEFs to ensure all planned activities to implement with effective and efficient manner timely. • Facilitate CEF to follow up the livelihood activities and ensure that they submit progress reports as scheduled. • Assist the Area Coordinator in monthly and annual planning process. • Assist in providing information for resource mobilization (including strategic partnerships with local INGOs/CSO, private sector, etc.)
Monitoring and Reporting	• Regularly monitor Community Empowerment Facilitators (CEF) in their role as facilitators of rights based empowerment processes. • Regularly monitor and report on all Livelihoods (Climate Change, Environment and Disaster Risk Management) activities from the villages. • CEO has to closely monitor the respective numbers of assigned CEFs to implement all activities according to LWF Myanmar's policies, guidelines, rules and regulations and report to PC. • Supervise the use of the **Empowerment Tools (ET)** on a quarterly basis and submit all results and feedback to the Area Coordinator. • Submit monthly implementation **Progress reports** to the AC. • Maintain updated profile of Groups in December and submit to the Area Coordinator. • Collect stories related to the progress in the livelihood sector from villages and submit to the Yangon Communication Unit. • Supply data and contextual analysis for strategic planning processes specifically relating to Project and components related to Rights Based Empowerment and Livelihoods (Climate Change, Environment and Disaster Risk Management. • Prepare monthly, quarterly and annually project reports for the Area Coordinator
Staff Development and Coaching	• Ensure that CEF's assigned are well versed with LWF Myanmar strategic approaches, which are Rights Based Empowerment, and Integrated Programmatic Approach.

	• Ensure that all staff assigned are well versed in Livelihoods (Climate Change, Environment and Disaster Risk Management) concepts. • Ensure to continue growth in Livelihoods (Climate Change, Environment and Disaster Risk Management) skills for themselves and colleagues in project area. • Ensure that assigned CEF's are capable in their job responsibility and arrange training, coaching, self-learning to fill any gaps and contribute to professional growth. • Conduct regular coaching to enhance facilitation skills of CEF and other field staff during field visits. • Facilitate relevant training sessions designed for staff development and collective training for VDCs and Groups • Engage with and collaborate with the LWF Training Unit as appropriate to meet training objectives. • Engage with relevant Technical Support staff from Yangon as need to meet staff development objectives.
Others	• Assist the Area Coordinator in planning, implementation, and monitoring and staff development. • Assist the Area Coordinator in coordination with stakeholders. • Perform the role of Officer In-charge (OIC) in the absence of the Area Coordinator. • Perform any other duties as may be assigned by the Supervisor as and when needed.

Level of Responsibility and Authority:

- To mainstream, Design and Monitor Livelihood activities in the designated area and directly linked to the Livelihood Coordinator.
- Supervise Community Empowerment Facilitators under the supervision of Area Coordinator.
- To sign all project correspondence and all goods requisition forms for the assigned project área.
- To participate in decision making in PMT for all local purchases and payments within the project area. Assigned as per policy.

Qualifications:

- University degree in development or a related field
- Minimum three to four years of relevant experience
- Demonstrated management skills including staff management
- Ability to speak read and write in English

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 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 Township.

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: 8 October 2020; 5:00 pm