



Job Announcement

Assistant Community Service Officer – One Post **Pauk Taw Tsp, Rakhine State**

The Lutheran World Federation (LWF) Myanmar is an international non-government organization serving the people of Myanmar since 2008 after Cyclone Nargis. Currently LWF is facilitating rights-based empowerment process in 50 villages of Bogalay, Dedaye, Pyapon, and Twantay Townships of Ayeyarwady and Yangon Region; 36 villages of Mindat and 20 villages in Matupi Township, Chin State and 32 villages of Kyarinnseikgyi, Pharpun and Hlainbwe Townships in Kayin State. LWF is assisting the IDPs, host communities and nearby villages of Sittwe, Mrauk U and Pauktaw Township in Rakhine State to improve children's access to education. LWF also works with Camp Management Committees (CMC) of 11 camps in Sittwe and Pauktaw Townships. Mainstreaming community based psychosocial support; gender; environment; fire-safety and protection are integral part of the program.

The working approach of LWF is Rights Based Empowerment, Working with the Government Structures and Integrated. The strategic objectives of LWF are DRR, Emergency Preparedness and Response, Sustainable Livelihood, Community-led Action for Justice and Peace and Quality and Sustainable Practices and Programs. Its values such as Dignity and Justice, Inclusion and Participation, Respect for Diversity, Accountability and Transparency, Compassion and Commitment guide the work.

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.

Job Summary

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The Assistant Community Service Officer will assist the Community Service Officer or Psychosocial and Protection Officer in development, implementation and reporting of community service and psychosocial programs. The ACSO is based in a Township of the Rakhine State, but is required to undertake periodic visits to all camps and the host communities. The ACSO will directly coach/train and supervise camp Incentive workers for the community service and psychosocial programs. The specific responsibilities include:

Major Responsibilities

General sector leadership and management

- Assist Community Service Officer or Psychosocial and Protection Officer for the supervision, implementation and administration of the community service and psychosocial programs in accordance with LWF policies and procedures as stipulated as well as with established government and donor requirements.

Planning, Monitoring, Implementation, Evaluation, Accountability and Learning

- Assist to collect and analyze data for the project design, implementation, management, monitoring and evaluation of the program and ensure smooth implementation.
- Assist to conduct/participate in community psychosocial resource and needs assessment among the affected populations. This will include baseline assessments consistent with IASC guidelines and MHPSS WHO assessment toolkit (e.g. rapid community based assessment of psychosocial needs).
- Assist to develop activities to mainstream Community Based Psychosocial Support (CBPS) into other sectors in line with IASC guidelines of mental health and psychosocial support in emergencies.
- Plan, implement and monitor community service activities such as recreation activities, sports competitions, drawing competitions, games and other creative social events for different age groups in IDP camps and host communities.
- Monitor the progress of libraries established in camps.
- Submit monthly reports.
- Ensure accountability to the people served.

Coordination and networking

- Maintain the requisite consultative relationships with the relevant governmental authorities and other humanitarian agencies.
- Identify and where appropriate collaborate with existing formal and informal community leaders, NGOs, UN agencies, government structures, local authorities and others organizing psychosocial activities.
- Form, train and mobilize Youth Development Groups and Women Groups for community services.
- Capacity Building and Human Resources Orient and build capacity of Camp Incentive Workers and CCCM members as needed to implement community service activities.
- Support and care for all staff in the LWF Sittwe office through self-help groups if found necessary.
- Train CMCs, Women Group, Youth Development Group members to build their capacity.
- Work with Education in Emergency Team to train and mobilize Child Clubs and Parent Teachers Associations.

Others

- Fulfill any other responsibilities as may be assigned or delegated by the Project Coordinator.

Qualification and Experience

Academic qualification:

- Bachelor's Degree or relevant diploma in related field.

Experience

- 3 years of working experience in related field
- Strong organizational skills with the ability to multi-task

Required Skills:

- Good computer skills –MS Office, Excel, Power Point.
- Good command in spoken and written English and Myanmar
- Knowledge of office management systems and procedures
- Attention to detail and problem solving skills
- Understands cultural sensitivity and team work
- Speaking and Understanding Local Language will be a plus

LWF Myanmar has immediate vacancy for this positions. 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 and at any one of the following Lutheran World Federation Myanmar offices.

- 1) LWF- Yangon Office
No.44, 2nd Floor, Bishop's Home, Pyay Road, Dagon 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, Kayin State.

5) LWF– Ann Office
No.65, Minglar Street, 3 Ward, Ann Township (New Town).

6) LWF – Mrauk U Office
No. 0089, Lat Kaut Zay Quarter, Lat Kaut Zay Tract, Myauk U Township, Rakhine State.

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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: 14th August 2018; 5:00 pm