

Job Announcement

Assistant Community Service Officer – One Post
Sittwe, 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. It's 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

LWF commenced its humanitarian assistance to Internally Displaced People (IDP) of the Rakhaine State from 2013. 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 with an opus 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 enriched the organizational learning environment and benefit individual staff as well as organization.

The role of the Assistant Community Service Officer (ACSO) is entrusted with the responsibility to understand essence of Protection, Psycho Social Support and Community Service. S/he will also promote and strengthen community based support mechanism and referral mechanism. The ACSO shall perform his/her duties to implement "Protection and support to communities affected by displacement in central Rakhine State" project within the framework of agreement with UNHCR and LWF PPA and policies. The ACSO 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 CSO. The Assistant CS Officer is based in Sittwe, but is required to undertake frequent visit in the assigned camps as CS officer assigned.

Major Responsibilities

Project sector leadership and management to ensure smooth day to day implementation and operations.

- Strengthen transparency, accountability and Complaint Response Mechanism in assigned camp.
- Represent LWF as assigned by CSO for stakeholder meetings.
- Facilitate and mobilize Social Groups and Volunteers. S/he will also coordinate with ACCCMO of assigned site and mobilize Incentive Workers in the camp for effective communication with community
- Facilitate Social Groups to promote peace, inclusion, equal access in services and advocate for durable solution.

Data collection, verification and database of PSN of LWF designated camps.

- Collect and verify household level PSN data and enter with DMA in EXCEL and submit to CSO.

- Maintain PSN and livelihood assistance records and maintain factual information of the assigned camp. Keep record of the information properly.
- Assist CS Officer to prepare camp information sheet/profile.

Project planning, monitoring and reporting.

- Consult with Social Groups/PSN and CMC to prepare protection, livelihood and psychosocial support Plan in guidance of CS Officer.
- Promote and strengthen community based support and referral mechanism
- Promote and strengthen communication with community in the camp.
- Promote and strengthen awareness against GBV, inclusive participation and community based protection initiatives.
- Plan and mobilize Social Group and CBIW in the camp and monitor properly.
- Ensures the planning, implementation, monitoring and evaluation of the CS program.
- Ensures incident report, monthly reports, event report, post monitoring report, activity completion report and any other reports are of good quality, accurate, representative and timely.
- Identify the vulnerable/risk area with consulted with SDGs and prepared risk/vulnerable analysis and precaution based on community managed protection approach.

Human resource development and management

- Contributes to decisions on camp staffing structure to enable the effective implementation of the planned activities.
- Mentor, monitor and appraises the work of the incentive workers.
- S/he shall assist to CS Officer to identify need of Social Groups and PSN capacity development area, develop package and facilitate the training.
- Enhance awareness and capacity of Camp Based Committees and volunteers on protection, CRM and livelihood improvement.

Financial and administrative management

- S/he shall responsible to ensure all expenses in respective camp are in line with the approved budget and takes necessary and timely actions in consultation with CS Officer on any under and over expenses as per the LWF financial management.
- Assist CS Officer to prepare material request, take advance, implement actively and settled advance in time.
- Aware on HR Personnel Policy and Submit Time Sheet in time to HR personnel.
- Follow LWF financial policy and settle advance on time.

Procurement, logistics and property management

- S/he is also responsible for producing a timely requisition forms with proper specification for maintaining quality procurement.
- Ensures any LWF Myanmar property is used for the benefit of organization and the people served.

Public relations with concerned stakeholders

- Prepare camp based stakeholder matrix with contact of focal person.
- Establish linkage and strengthen cooperation with relevant stakeholders (community, civil society organization and government).
- Represents LWF in coordination meetings as called upon and assigned as of CS Officer.
- Hosts visitors to the project sight in a respectful and professional manner.
- Establish relation with government focal person and Township Administration Office.

Others

- 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, global Protection guidelines and IASC guidelines.
- Be aware about project document.
- Be free from party political influence.
- Fulfills any other responsibilities as may be assigned or delegated by the CS Officer.

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: 2nd November 2018; 5:00 pm