



## Job Announcement

### Assistant Engineer – One Post

#### Sittwe & Pauk Taw Township, 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:**

The Assistant Engineer (AE) shall be one of the members of the Rakhine project management team (PMT). He/She shall assist the Education and Camp Coordination & Camp Management (CCCM) teams in planning, implementation and monitoring of project infrastructure activities including government school, temporary learning space, child-friendly space, latrine, water point, , and others. The AE shall coordinate and collaborate with Government line departments, Education, and Protection Clusters, INGOs, LNGOs on engineering aspects and the process of working with the people.

The AE shall also advise the Education Coordinator, CCCM Coordinator, CCCM Officer and Education Officer, and Shelter Supervisors and Construction Supervisors on building repair / maintenance, site grading and drainage.

The AE shall follow the engineering standards of the Government of the Union of Myanmar. He/She shall work closely with communities represented by IDP Camp Management Committees, sub-committees, and Households, and facilitate them to gain knowledge and skills which empowers them in issues related to infrastructure work.

#### **Major Responsibilities:**

##### **Designing, BOQ and Estimates**

- Complete engineering surveys in communities. Adapt Education and Protection Cluster standard designs to local conditions. Coordinate with camp-based staff.
- Prepare bill of quantity (BOQ) with full specifications and cost estimate.
- Submit survey, design, BOQ and cost estimate documents to the PMT for approval.

##### **Construction**

- With the communities do layout of the construction work.
- Explain to communities' construction material assurance methods.
- With the communities conduct quality verification of the construction materials.
- Conduct regular supervision of the construction works and advise the communities accordingly.
- Prepare running bills and submit to the Community and PMT.
- Prepare final technical report to the Community and PMT.
- Prepare final bills for payment or advance settlement and submit to the Community.

### **Community Training**

- Train communities so that they increase knowledge on civil works principles.
- Coach communities to prepare BOQs.
- Coach skilled labours.

### **Record Keeping**

- Maintain a file of hardcopies of all infrastructure work records.

### **Others**

- Any other duties that may be assigned by the supervisor or his/her designate from time to time.

### **Qualifications:**

The Assistant Engineer shall have:

- AGTI Civil or B.Tech. Civil or relevant diploma
- Three -years experiences in civil works design, estimation, supervision, preparing technical report and bills
- Believes in respect for all.
- Commitment to work and live in remote villages
- Eagerness to work with people
- Desire to learn from the people and teach them.
- Ability to speak read and write in English.
- Computer skills –MS Office and Excel, AutoCAD is preferable

### **Other Requirements:**

- Training in related field
- Motorbike 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 [hr.lwf.mm@gmail.com](mailto:hr.lwf.mm@gmail.com) and 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: 18<sup>th</sup> April 2018; 5:00 pm**