



## Job Announcement

### Assistant Project Officer (UN Women Project) – One Post Sittwe 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

The Assistant Project Officer (APO) will assist Project Officer to implement of the project activities funded by UN WOMEN especially livelihood and peace building activities including cross cutting themes such as gender, protection and local capacity building in the project areas of the Rakhine State. The APO is based in LWF Sittwe Field Office, but is required to undertake periodic visits to all project sites. The APO will report to the Project Officer. The specific responsibilities of the APO include:

### Major Responsibilities

#### Planning, Monitoring, Implementation and Evaluation

- Collect field level data related livelihood, peace building and local groups capacity building activities.
- Undertakes regular visits to all project areas and submit report on the status.
- Implement and administer of the project activities related to Livelihood and peace building activities in accordance with LWF policies and procedures.
- Assist Project Officer to implement activities including cross cutting activities related to Protection, Gender, Environment and DRR in targeted IDP camps and host communities.
- Assist Project Officer to organize or facilitate conducting international days with local NGOs.
- Assist Project Officer to organize and facilitate training and workshops.
- Keep track of needs and arrange for timely delivery of materials of the project.

#### Financial, administrative and logistics management

- Assist Project Officer to ensure all activity expenses are in line with the approved budget.
- Work closely with finance and admin staff to ensure they have the information needed to support the project and keep it running smoothly.
- Assist Project Officer to ensure that all items/materials procured are of high quality to meet the necessary standard of program.

### **IEC materials, Communication and Reporting**

- Assist Project Officer to prepare and distribute IEC materials in project areas.
- Assist Project Officer to conduct negotiations and maintains correspondence as necessary for the operation of the project at Township level.
- Submit activity reports, monthly reports and as required by the Project Officer.

### **NGO Coordination, Capacity Building and Public Relation**

- Coordinate with govt and local NGOs in absence of Project Officer or as required.
- Conduct training to the members of social groups and staffs of local NGOs.
- Assist Project Officer to identify and where appropriate collaborate with village/community leaders, NGOs, CBOs and other social groups at village/township levels.
- Represent LWF in meetings as called upon at village/township levels.

### **Level of Responsibility & Authority:**

This is a Sittwe based mid-level position with responsibility for the multi-sector project activities and will assist Project Officer to implement livelihood promotion activities in both IDP camps and host communities.

### **Job Requirements**

#### **Technical skills & Experiences:**

- Formal qualifications: Bachelor Degree in social science or development studies.
- Three years of related experiences in humanitarian or development field especially in livelihood projects.
- Strong team building skills.
- Willingness to learn and travel to remote areas.
- Fluent spoken and written English language skills and computer literacy.

#### **Desirable qualifications:**

- Familiarity with the host villages and IDP camps set up or is willing to learn.
- Experience with UN funded projects
- Willingness to live and frequently travel in camps and villages in Rakhine State.
- Cultural sensitivity, team spirit and a can-do attitude of service.
- Understanding of Conflict Sensitivity” and “Do No Harm” principles.
- Embraces the vision, mission, and values of the LWF Myanmar and is committed to work towards meeting its goals and objectives.

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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 and certificates documents and don't need to attach the in your application form.**

**Application Deadline: 18<sup>th</sup> July 2018; 5:00 pm**