



## **Job Announcement**

**Assistant Training Officer – OnePost**  
**Sittwe Township, Ponnagyun Township, Mrauk U Township,**  
**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.

### **Area of Responsibilities**

#### **Job summary:**

The position is based in the LWF Myanmar Program, Sittwe Field Sub-Office(s). ATO assists Project Officer in enhancing the capacity and executing trainings in livelihoods in assigned project areas. Specifically, ATO is responsible to lead the team in assigned area(s) and also assist Project Officer to identify the training needs, develop/update training curricula, prepare training materials and lesson plans, execute trainings, coordinate with resource persons, concerned govt. authorities and partner/NGOs/UN agencies, monitor & evaluate trainings and write reports.

#### **Major Responsibilities**

##### **Need assessment and Planning**

Assist to identify training needs and formulate training programs related to livelihoods activities

Assist to prepare training budget, schedule of training activities and organization of any related resources (facilities, materials, equipment, etc.)

Mobilize of appropriate resource persons/facilitators in assigned trainings

Assist to formulate training curriculum based on the agreed strategies/plans on the cluster/ sector including focal govt. department(s)

Assist to update various training curriculum, training materials, lesson plans, methods, contents and intended outcomes of the trainings

Assess to identify training needs of right holders through analysis, appraisal and regular consultation with stakeholders and relevant LWF program units

Assist to design and expand training programs based on the learners' characteristics and needs of the people and groups LWF serves

##### **Implementation**

- Mobilize resource persons to execute identified trainings in assigned area(s)

- Facilitate/conduct training sessions along with Project Officer and colleagues of LWF program units as required
- Conduct regular coaching sessions for field staffs during project/field visits
- Ensure basic training requirements are met
- Assist to solve specific training problems with the help of colleagues/supervisor

### **Appraisal, Monitoring and evaluation**

- Visit field/project sites at regular basis to assist and report Supervisor for training appraisals and producing training materials for the education program
- Administer survey questionnaires and Focus Group Discussions with help of supervisor/ colleagues to monitor and evaluate the trainings
- Assist Supervisor to collect/analyze feedback from all stakeholders to determine program and instructor effectiveness and knowledge or skill acquisition
- Assist to revise the training curriculum and content if required

### **Documentation/ Reporting**

- Prepare reports of all trainings and submit to the Supervisor
- Write field visit reports including feedback & recommendations
- Ensure that all training related documentations are up to date in the field office(s)
- Provide training related necessary information to the Supervisor
- Collect human stories and assist supervisor for LWF Annual Reports and Website
- Maintain all training related records, profiles and prepare routine and special reports
- Submit training completion report, monthly and annual reports to the supervisor

### **Budgeting and resource mobilization**

- Prepare specific budgets for training and related activities for assigned area(s)
- Contribute to resource mobilization efforts when called upon
- Participate in needs assessments organized by the LWF and relate sector/cluster

### **Coordination**

- Coordinate with relevant govt. and sector/cluster counterparts at Township level
- Coordinate with training resource persons and institutions at Township level
- Coordinate with other relevant units for in-house training needs
- Coordinate with L/INGOs as required at Township level

### **Representation**

- Participate in capacity building and training related events
- Attend meetings on behalf of LWF Rakhine as required at Township level

### **Management**

- Attend staff meetings
- Report on issues to the supervisor identified during field visit

### **Others**

- Fulfill any other responsibilities assigned or delegated by the Supervisor or the Project Coordinator/Officer-In-Charge.

### **Classification and authority**

- ATO is a Grade 4 position with possible supervisory responsibilities of Training Interns and other relevant field staffs delegated by the Project Coordinator or Regional Representative.

### **Qualification and Experience**

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**Academic qualification:** Bachelor's Degree in social science.

**Experience:** 2 years' experience with relevant training and background. And 3years' experience if the academic qualification is not related.

**Required Skills:**

- Good training, communication and facilitation skills.
- Good organizational and planning skills to manage time and to meet deadlines and objectives.
- Personal commitment to improving own knowledge and skills.
- Good computer skills –MS Office, Excel, & Power Point.
- Good command in spoken and written English.
- Ability to work independently and has “can-do attitude”
- Understands cultural sensitivity and team work.

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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> July 2018; 5:00 pm**