



## **Job Announcement - Reannouncement**

### **Communication and Stakeholder Liaison Officer**

#### **One Post**

#### **Sittwe 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:**

LWF commenced its assistance to people of the Rakhine State from 2013 through humanitarian assistance. Since then, it is extending its supports to people of Rakhine through humanitarian and development projects. LWF Sittwe Office is a field office of LWF Myanmar comprises 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 enrich the organizational learning environment and benefit individual staff as well as organization.

The role of the Communication and Stakeholder Liaison Officer (CSLO) is entrusted with the responsibility to understand essence of Education in Emergency and Government Formal Education policies and systems and establish strong and functional relationship with stakeholders (Government and other stakeholder) to ensure effective implementation of "Education Assistance to Children in Rakhine State" project within the framework of agreement with EU and LWF PPA and policies. The MO 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 EC. The CSLO is based in Sittwe, but is required to undertake frequent visit in the assigned sites to **(Sittwe, Pauktaw, Ponnakyone and Mrauk U) Township** as EC assigned.

#### **Major Responsibilities & Performance Expectation**

##### **General**

- 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, EiE and INEE standards
- Familiarize with Project Document and Internalize Log Frame and its anticipated results.
- Familiarize with Government policies and provisions in Education sectors.
- Be free from party political influence.
- Fulfills any other responsibilities as assigned or delegated by the EC.

##### **Planning**

- Prepare communication and liaison plan according to the LWF Sittwe needs in close consultation with EO/EC/PC.

- Collect all the project information and prepare project summary sheet.
- Ensure timely approval on Travel Authorization and programs to ensure better and timely implementation and monitoring.
- Maintain regular communication with State and Township governments to ensure effective collaboration and partnership.
- Prepare visibility plan in consultation with project officers and Communication Officer in Yangon and following EU visibility guideline.
- Be familiar with communication with community and develop appropriate tools in consultation with project officers.
- Collect all the donors visibility guideline and be familiar and use properly.

### **Monitoring**

- Monitor all the visibility related activities (distribution format, visibility items and certificates) as suggested by PC/EC.
- Orient staffs on visibility and communication as per needs.

### **Spokesperson**

- Be informed of all the current work of LWF Myanmar in Rakhine State,
- Attend to guests (Journalists, CSOs, community people, government authorities, others) visiting to know about LWF Myanmar and work in Rakhine State,
- Draft press releases and conduct press meetings as requested as and when decided by LWF Rakhine management,
- Attend events organized to publicize the work of LWF Myanmar and collect information.
- Manage national and international visitors.
- Manage relationship with government staffs, other stakeholders and donors.

### **Communication**

- Prepare project and reporting dashboards.
- Keep updated information on current events in Rakhine State
- Keep all staff informed of the current events
- Provide monthly updated Rakhine project's information to the LWF Yangon Communications Team for LWF Myanmar website,
- Collect and provide project stories and articles on monthly basis to LWF Yangon Communications Team,

### **Reporting**

- Collect, internalize, compile and submit routine monthly report to relevant Government departments,
- Prepare routine project reports (interim report, annual report, others) and submit to the Education Coordinator/Project Coordinator,
- To prepare the EU newsletter both English version to Myanmar.
- Regular travel to the relative project area and implementation activities.

### **Documentation**

- Periodically update information, such as LWF Rakhine working area, benefitting population, funding agencies,
- Collect and maintain key organizational documents in hard copies and soft copies for easy reference,
- Develop and preserve all digital photos with proper cataloguing system and submit monthly photos to LWF Yangon Communication Team,
- Translate documents in Myanmar and English language and edit documents translated by others,

### **Level of Responsibility and Authority:**

The responsibility of this position is to make sure that LWF Myanmar, Sittwe Program Office Communication and Stakeholder relation effective and efficient. It is a non-supervisory position.

## Qualifications and Experience:

- Bachelor's degree plus 4 year experience or Master's degree plus 3 year experience in related field
- Excellent command in English and Myanmar language including translating, writing and editing skills.
- Good skills in information archiving, photography, layout & design and website postings.
- Computer skills - MS office package.
- Willingness and ability to travel to remote field sites as called upon.
- Academic background and working experiences in development communications would bear special value.

---

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.

Lutheran World Federation is an equal opportunity organization, and qualified women are especially encouraged to apply.

For detailed information of LWF Myanmar Program, please visit <https://myanmar.lutheranworld.org/>

**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: 20<sup>th</sup> July 2018; 5:00 pm**