



Job Announcement

Education Officer

One Post

Sittwe, Pauk Taw, Mrauk U and Ponnayun 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 Education Officer is responsible for the overall strategic development and implementation of education project in Rakhine State including the areas of planning, implementation, monitoring and reporting. S/He leads to implement education project in IDP camps and government formal schools in the communities in Sittwe, Pauktaw, Ponnagyun and Mrauk-U Township. This also involves resource mobilization, advocacy and networking coordination.

The Education Officer is based in Sittwe, but is required to undertake periodic supervision and monitoring visit to all camps and the host communities. The Education Officer reports to the Education Coordinator and directly supervises the project staff and volunteers of the project. S/he will submit all leave and other movement plans to the Education Coordinator for his/her approval.

The Education Officer is a member of the senior management team at project level in Sittwe.

Major Responsibilities

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

- Responsible for the supervision, implementation and administration of the education project in IDP camps and government formal schools in the communities in accordance with policies and procedures as stipulated in the policies and manuals.
- Provides the requisite guidance for and coordination between the various phases of the LWF program in Sittwe for IDPs. He/she also ensures that adequate provisions exist for delegated responsibility to staff who have expert knowledge in specific fields.
- Ensures the implementation in conformity with established government requirements and LWF Myanmar policies and procedures (applies Education in Emergency standards).
- Responsible for ensuring that project policies are compatible with the expectations of the donors.

Project planning, monitoring and reporting.

- Coordinates the planning process and budget at the field level and recommends the same to the education coordinator for approval. Works closely with other coordinators/officers in project in accordance with the established policies and procedures and LWF PM&E Standards.
- Ensures the planning, implementation, monitoring and evaluation of the education program in Sittwe as outlined in the project documents and proposals.
- Identifies areas where program performance can be improved.
- Ensures monthly situation reports, quarterly, annual and any other reports are of good quality, accurate, representative and timely.
- Ensures program goals and objectives are met in a manner that is accountable to the people served and the donors.
- Provides inputs to develop proposals to the donors for any changes in the program, including new opportunities for service, program changes to better meet need's and possible scaling-up/down or handing-over/termination of existing projects.
- Training need assessment and design appropriate training for PTA, SMC, teachers and children/Child clubs

Human resource development and management

- Contributes to decisions on staffing structure to enable the effective implementation of the planned activities.
- Ensures that new staffs are provided with a thorough orientation to the education project.
- Involve in staff recruitment for Sittwe project specially for education project and makes fair and transparent recommendations for the employment of capable staff, ensuring that recruitment is gender-sensitive with the goal of gender balance within the staff, both in terms of numbers and levels of responsibility and ensuring that the skills of staff are developed and utilized to the fullest extent possible for the furtherance of the program.
- Supervises and appraises the work of the staff under his/her supervision.

Financial and administrative management

- Ensures all expenses in education project is in line with the approved budget. Necessary actions are timely taken for any under and over expenses as per the guidance of donor partner and/or LWF financial management.
- Works closely with finance and admin staff to ensure they have the information needed to support the education program and keep it running smoothly.

Procurement, logistics and property management

- Ensures that all items procured are of high quality to meet the necessary standard of education project.
- 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 by the program.

Public relations with concerned stakeholders

- Maintains the requisite consultative relationships with the relevant governmental authorities and other humanitarian agencies.
- Represents LWF in coordination meetings as called upon.
- Assist Education Coordinator to conducts negotiations and maintains correspondence as necessary for the operation of the project.
- Develops reports and other information in a timely manner to onward submission to LWF Myanmar office in Yangon and other related partners and/or others as specifically requested.
- Hosts visitors to the project sight in a respectful and professional manner.

Others

Fulfills any other responsibilities as may be assigned or delegated by the Education Coordinator

Level of Responsibility & Authority:

- This is a senior management position at the field project level with responsibility for the education project and direct supervisory responsibility for the education project staff in Sittwe.

Job Requirements:

- Technical skills & Experiences:
- Formal qualifications (at least a Bachelor Degree) in education or social and development studies.
- At least 3-5 years of experience in an education program (if possible with refugee or IDP camps).
- Strong participatory leadership, management and interpersonal skills.
- Demonstrated leadership and education program development abilities and strategic thinking.
- Knowledge in participatory, rights-based community development, Education in Emergencies, Child Friendly Spaces, literacy and vocational training, etc. or willingness to learn.
- Fluent spoken and written English language skills and computer literacy.

Desirable qualifications:

- The person should be able to work in collaboration with many other implementing agencies for the same cause.
- Familiarity with the Education in Emergency standards, child friendly spaces principles, psycho-social support theories or is willing to learn.
- Willingness to live in Rakhine.
- Cultural sensitivity, team spirit and a can-do attitude of service.
- Embraces the vision, mission, and values of the LWF Myanmar and is committed to work towards meeting its goals and objectives.

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 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: 17th August 2018; 5:00 pm