



## Job Announcement

### Office/ Finance Clerk – 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.

#### Area of Responsibilities

##### Job summary:

The Finance/Office Clerk will be responsible for providing general finance/office assistance and documentation, small purchases for the office and others. Though the post is under Finance Unit but has to assist other unit as well for the similar tasks. The Finance/Office Clerk will work in a team with other staff, but is required to undertake other relevant tasks as requested by line supervisor.

#### Major Responsibilities

##### General Finance/Office Assistant

- Verify the entire document based on checklist provided by supervisor.
- Scan Cash/bank transactions – payments and receipts
- Ensure to register all incoming and outgoing documents and mails
- Maintain all the finance documentation and secure it as instructed by supervisor.
- Maintain photocopy machine usage record by manual
- Make small purchases on an ad hoc basis as instructed by supervisor and in compliance with procurement policy
- Ensure printers and copiers are stocked with paper
- Assist in withdrawing money from the bank
- Deposit Government tax as instructed by finance unit
- Pay the salaries of Incentive workers (CCCM), NFE Facilitators (Education), NFE Teachers (Education), CFS Animators and Community Teachers (Education)
- Make payments for Cash Based Intervention projects
- Assist in collecting bank statement and cheque books from the bank

##### Message delivery

- Courteously deliver messages, mails/letters as instructed.
- Assist with binding documents, making copies of documents or office reception as called upon

## Other tasks

- Fulfill other general office tasks as requested by Supervisor or the Project Coordinator/Officer-In-Charge

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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.

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

**Application Deadline: 16<sup>th</sup> May 2018; 5:00 pm**