

Job Announcement

Project/Training 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

The Project / Training Officer will implement of the project activities funded by ECCB especially WASH, shelter, school, 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 PO is based in LWF Sittwe Field Office, but is required to undertake periodic visits to all villages, host communities, IDP camps of Sittwe, Ponnakyum and Mrauk U Townships of the State. The PO will report to the Project Coordinator and supervise Assistant Project Officer or Project Assistant or similar project staffs assigned by the Project Coordinator. The specific responsibilities of the PO include:

Major Responsibilities

Planning, Monitoring, Implementation and Evaluation

- Collect and analyze data for the project design, monitoring and evaluation of the program of Shelter, WASH, School and community assets, livelihood, peace building and local groups capacity building activities.
- Supervise, implement and administer of the project activities related to of WASH, Shelter, Livelihood and peace building activities in accordance with LWF policies and procedures.
- Plan, implement and monitor activities including cross cutting activities related to Protection, Gender, Environment and DRR in targeted IDP camps and host communities.
- Responsible for ensuring that project policies are compatible with the expectations of the donors and government authorities.
- Organize or facilitate to organize international days with community based committee, local NGOs and government authorities at Township/Village levels in the targeted IDP camps and host communities.
- Organize and facilitate training and workshops in above mentioned themes to target groups
- Supervise and appraise the work of the staff under supervision.

Financial, administrative and logistics management

- Ensure all expenses of programs are 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.

- Work closely with finance and admin staff to ensure they have the information needed to support the project activities and keep it running smoothly.
- Ensure that all items/materials procured are of high quality to meet the necessary standard of program.

IEC materials, Communication and Reporting

- Prepare and distribute communication and IEC materials related to WASH, Shelter, Livelihood, Peace Building and cross cutting themes as appropriate to the target groups.
- Assist Project Coordinator to conduct negotiations and maintain correspondence as necessary for the operation of the project.
- Submit report to the local authorities and assist local NGOs to submit required reports on time and with quality
- Submit activity reports, monthly reports and as required by the supervisor.
- Assist Project Coordinator to submit interim and final reports.

NGO Coordination, Capacity Building and Public Relation

- Coordinate all activities with community based committee, local government and local partners and other NGOs working in the same field.
- Conduct training to the LWF staffs, social groups and staffs of local NGOs.
- 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.

Accountability, Reporting and Others

- Ensure accountability to the local authorities and people we served.
- Fulfill any other responsibilities as may be assigned or delegated by the Supervisor or Project Coordinator from time to time.

Level of Responsibility & Authority:

This is a Sittwe based management level position with responsibility for the multi-sector project activities of the Rakhine based project and direct supervisory responsibility for the project staffs. The PO works closely with the team and is one of the members of the Project Management Team in Sittwe. This position is classified at Grade 5 of the LWF Myanmar Program pay scale.

Job Requirements

Technical skills & Experiences:

- Formal qualifications: Bachelor of Engineer (Civil) or development studies.
- 3-4 years of related experiences in humanitarian or development field (if possible with refugee or IDP camps).
- Strong participatory leadership, management and interpersonal skills.
- Demonstrated leadership and education program development abilities and strategic thinking.
- Strong team building skills.
- Willingness to learn and travel to remote areas.
- 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 at the Government authorities at village or Township levels and local NGOs.
 - Familiarity with the host villages and IDP camps set up or is willing to learn.
 - 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 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 don't need to attach the in your application form.

Application Deadline: 21st May 2018; 5:00 pm