



## The Lutheran World Federation Myanmar Program

### JOB Announcement

<b>Position title:</b>	<b>Protection and Community Service Assistant</b>
<b>Responsibility level:</b>	<b>Grade 3</b>
<b>Report to:</b>	<b>Protection and Community Service Officer</b>
<b>Duty station:</b>	<b>Sittwe, Rakhine State</b>
<b>No of Persons:</b>	<b>One</b>

### **Background**

*LWF proactively works with partners to address displacement, poverty, and injustice, including promotion of gender equality and climate resilience*

The Lutheran World Federation (LWF) Myanmar is an international non-governmental organization serving the people of Myanmar since 2008. We are a rights-based humanitarian and development organization. Therefore, at the center of everything we do are the people involved in and affected by our work: internally displaced persons, returnees, host communities, the poor, and marginalized populations. LWF Myanmar engages with and supports duty bearers while empowering partner individuals, households, and community development organizations to claim their rights. Within the present LWF Myanmar Strategy 2019-2024, our work spans the realms of humanitarian assistance, recovery, and long-term development, building upon three interrelated programmatic areas: Livelihoods; Quality services; and Protection and social cohesion.

### **Job summary**

LWF commenced its humanitarian assistance to Internally Displaced People (IDP) of the Rakhaine State from 2013. Since then, it is extending its supports to people of Rakhaine through humanitarian and development projects. LWF Sittwe Office is a field office of LWF Myanmar with an opus 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 Protection and Community Service Assistant (PCSA) is entrusted with the responsibility to understand essence of protection and community empowerment towards self-reliance in the assigned sites. The PCSA shall perform his/her duties to implement **“Protection and support to communities affected by displacement in central Rakhine State”** project within the framework of Project Partnership Agreement between LWF and UNHCR. The PCSA 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 PCSO. The PCSA is assigned to the camps/sites as PCS focal person.

### Main responsibilities

Areas of responsibility	Performance expectations
Project sector leadership and management to ensure smooth day to day implementation and operations.	<ul style="list-style-type: none"> <li>• Familiarize him/her with and work in accordance with the mission, vision, over all goals, objectives, policies and guidelines of The Lutheran World Federation.</li> <li>• Familiarize with Core Humanitarian Standards, global protection and co and IASC guidelines.</li> <li>• Fulfils any other responsibilities as assigned by the PCSO.</li> <li>• Represent LWF in stakeholder meetings as assigned by PCSO.</li> <li>• Be responsible for overall complaint response system in the assigned sites.</li> </ul>
Data collection, verification and database of PSN of LWF designated camps.	<ul style="list-style-type: none"> <li>• Collect PSN data in the displacement sites.</li> <li>• Collect and verify PSN data by using Washington Group criteria through kobo toolkit, work closely with AIMO.</li> <li>• Update the data as suggested by PCSO.</li> <li>• Assist PCSO to submit the information to prepare site profile in agreed format.</li> </ul>
Project planning, monitoring and reporting.	<ul style="list-style-type: none"> <li>• Understand issues and concerns displaced people.</li> <li>• Reform SMC as suggested with PCSO and prepare profile.</li> <li>• Prepare monthly plan in line with approved plan in consultation with PCSO.</li> <li>• Implement the camp level activities as planned to achieve output.</li> <li>• Facilitate and capacitate SMC to conduct meeting and maintain minute.</li> <li>• Promote and strengthen community-based protection.</li> <li>• Promote and strengthen communication with community.</li> <li>• Carry out any other task related to project assigned by your supervisor.</li> </ul>
Human resource development and management	<ul style="list-style-type: none"> <li>• Contributes to develop sites level training and meeting package to PCSO</li> <li>• Understand the training and facilitate the training in the assigned sites.</li> <li>• Form community group and enhance their capacity.</li> <li>• Mentor, monitor, mobilize and appraises site leaders and group leaders.</li> <li>• Collect time sheet, verify and recommend to pay incentives.</li> </ul>
Financial, procurement and administrative management	<ul style="list-style-type: none"> <li>• S/he shall responsible to ensure all expenses in respective camp are in line with the approved budget and takes necessary and</li> </ul>

	<p>timely actions in consultation with PCS Officer on any under and over expenses as per the LWF financial management.</p> <ul style="list-style-type: none"> <li>• Assist PCSO to prepare material request, take advance, implement actively and settled advance in time.</li> <li>• Aware on HR Personnel Policy and Submit Time Sheet in time to HR personnel.</li> </ul>
Public relations with concerned stakeholders	<ul style="list-style-type: none"> <li>• Prepare stakeholder matrix with focal person and contact address.</li> <li>• Establish linkage and strengthen cooperation with relevant stakeholders (community, civil society organization and government).</li> <li>• Hosts visitors to the project sight in a respectful and professional manner.</li> <li>• Establish relation with village administrator, community leaders, government focal person and Township Administration Office.</li> </ul>

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

This position is classified at Grade 3 in the LWF Myanmar grading system.

### **Qualifications and Experience**

- Bachelor's degree in any discipline or Proficiency Certificate with 3 years' experience.
- Excellent command of English and Myanmar language
- Excellent on rapport building, information collection and analysing skills and questioning and investigation interest.
- Good knowledge on governance, accountability and complaint and feedback.

### **Competencies**

- Strong interpersonal communication and facilitation skills, both oral and written
- Previous work and a sound understanding of displacement sites.
- Ability to defend and explain difficult and complex issues to a diverse range of stakeholders
- Ability to establish, good working relationship with diverse stakeholders
- Sensitivity to culture, gender and local environment
- Willingness to undertake regular field visits in LWF Project Areas.

---

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 to [hr.myanmar@lutheranworld.org](mailto:hr.myanmar@lutheranworld.org) or 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 Township.

5) LWF– Ann Office

No. (16), Yadanar Street, 5 Ward, Ann Township.

**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: 27 January 2021; 5:00 pm**