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## The Lutheran World Federation Myanmar Program

### Internship Opportunity

**Position title:** Strategic Communications, Knowledge Management & Learning Intern  
**Report to:** Program Coordinator  
**Duration:** October 2021 – March 2022, Un-Paid Volunteer  
**Duty station:** Remote (Work from Home Posting)  
**No of Persons:** One

### Background

LWF Myanmar partners with communities, households, and duty-bearers to foster sustainable positive changes following a human rights-based empowerment approach. The LWF Myanmar Programmatic Framework illustrates a people centered, integrated, rights-based empowerment approach that is implemented at multiple levels (household, community, institutional). It is contextualized, culturally aware, conflict sensitive, gender responsive, climate sensitive spanning the emergency, recovery and development spectrum (also known as the humanitarian-development-peace nexus). Our programmatic framework lifts up three areas of expertise in which LWF Myanmar already has a wealth of experience and a proven track record. Namely, it focuses on protecting and fulfilling the rights of refugees, IDPs, returnees, and at-risk communities, to

- livelihoods
- quality services, and
- protection and social cohesion.

Our work in Myanmar and Laos is guided by the World Service Global Strategy 2019-2024 and the respective Myanmar and Laos Country Strategies 2019 – 2024. Outlined in this strategy is the ambition to improve Policies & Systems, Resource Mobilization resources, and Knowledge Management tools and resources. Building an organizational framework and developing tools that promote the retention of knowledge, experiences, and lessons learned has been identified as a top priority for this strategic period.

This ambition is strengthened in the 2021 mid-term addendum to the Myanmar country strategy, which calls for "strategic use of publicity and virtual networking" as one of the key priorities moving forward in this volatile context, responding to the exigencies of COVID-19 and the political upheaval of the military coup of February 2021. In this context, high quality communications materials can serve multiple functions, not just accountability or resource mobilization, but also as a potentially transformational tool of learning. For this reason, publicity will be used more strategically during the second three years of the country strategy.

### Rationale for the position

Good progress has been made against these ambitions, but it is important that these gains are systematized and institutionalized within the organization. Processes for improving knowledge management, quality and accountability, and resource management have been put in place, but at times they have not yet been documented and systematically shared with staff. And while there is more and more high-quality content coming from the project teams in the form of reports, success stories, and photographs, this wealth of information is not always used to share our work with partner communities, funders, or the wider public.

LWF is therefore seeking an enthusiastic intern with experience in journalism, communications, global development or a similar relevant field to work closely with key staff from the Myanmar and Laos country teams (remotely-working from home) to create content, document tools and processes, and support the

capacity building of staff across the country programs. An overview of expected deliverables is given below, but this list is by no means exhaustive, and is open to change depending on the needs of the country programs and skill set of the individual identified for the internship. All work will be done remotely. This position would suit a recent graduate looking to gain practical experience in the work of an international NGO.

**\*This is an unpaid, remote internship opportunity with no stipend or travel to Myanmar or Lao PDR\***

### Timeframe and supervision

The expected timeframe for the internship is a minimum of six months, provisionally from October 2021 – March 2022. LWF's Program Coordinator will directly supervise this position in close coordination with relevant colleagues.

### Expected deliverables and brief workplan

Item	Description	Timeframe
1. Orientation	Getting to know the program: <ul style="list-style-type: none"> <li>- Read country strategy and other relevant documents</li> <li>- Join the Monday all staff meeting as an observer, and join other relevant meetings to get to know LWF's work</li> <li>- Briefings with key staff (Program Coordinator, Communications Coordinator, Accountability &amp; Learning Coordinator, PMERAL Coordinator, Resource Mobilization Coordinator, Area Coordinators, Thematic Coordinators)</li> </ul>	October 2021
2. Facilitate to prepare brief communication and visibility guideline/strategy of LWF Myanmar	<ul style="list-style-type: none"> <li>- Work with Communication Coordinator to prepare LWF Myanmar communication and visibility guideline/strategy</li> <li>- Facilitate to prepare communication and visibility plan of key projects under LWF Myanmar in consultation with relevant project staff</li> </ul>	January – March 2021
3. Review and edit donor reports, proposals, needs assessments, human interest stories, etc. as needed	<ul style="list-style-type: none"> <li>- On an as-needed basis, provide English-language editing support for key documents</li> </ul>	November 2021 – March 2022
4. Work together with Communications Coordinator to develop annual report	<ul style="list-style-type: none"> <li>- Edit text, case studies, etc.</li> <li>- Support graphic design and layout</li> <li>- Provide inputs on journalistic style</li> </ul>	November – December 2021
5. Contribute to documentation of tools, systems and processes for communications, reporting, success stories, resource mobilization, etc.	<ul style="list-style-type: none"> <li>- Review existing knowledge management systems / shared drives and provide recommendations for improvement</li> <li>- Support development of systematic tools and processes, e.g. short and accessible Success Story Guidelines, Resource Mobilization Guidelines, Program Guidelines, (i.e. Graduation Guidelines, Advocacy Guidelines), etc.</li> <li>- Support Communications Coordinator to upload materials to LWF website and social media</li> <li>- Provide recommendations on social media and communications strategies</li> </ul>	January – March 2022
6. Work with relevant staff to roll out trainings on how to write success stories and other relevant topics	<ul style="list-style-type: none"> <li>- Work with key staff to develop training modules on relevant topics</li> <li>- Support the training roll-out and facilitation</li> </ul>	January – March 2022

7. Develop communications content	<ul style="list-style-type: none"> <li>- Draft info sheets on RBEP, Education, CCCM, Livelihoods, Protection &amp; SC, MAT, and other programme components in collaboration with the relevant staff</li> <li>- Draft content for LWF Myanmar and Laos websites in collaboration with Communications Coordinator and Programme Coordinator</li> </ul>	November 2021 – March 2022
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#### Required qualifications and experience

- Proven experience in desktop publishing and graphic design
- Experience in online communication and capacity building (across time zones, cultures, and language limitations)
- Degree in journalism, media, international relations, or another relevant field

#### Required skills and competencies

- Excellent English-language writing skills
- Enthusiasm and patience; willingness to work closely with and support staff from the Myanmar and Laos country programs
- Willingness to work as an intern for a minimum of six-months on a part-time basis

#### Annexes:

- Annex I: LWF Myanmar Country Strategy 2019 – 2024
- Annex II: LWF Laos Country Strategy 2019 – 2024
- Annex III: Mid-term addendum (August 2021) to the Myanmar Country Strategy 2019 - 2024

LWF Myanmar has immediate vacancy for this position. Therefore, all applicants fulfilling the above requirements are requested to submit an application letter, full CV, name and contact details of 3 references, 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, persons with disabilities and diverse gender identities 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 the interview. The shortlisted candidates have to bring the updated education certificates for interview.**

**Application Deadline: 18 October 2021; 5:00 pm (MMT)**