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## The Lutheran World Federation Myanmar Program

### JOB ANNOUNCEMENT

**Position title:** DRR/ Fire Safety Assistant  
**Responsibility level:** Grade 3  
**Report to:** Assistant DRR Officer  
**Duty station:** Sittwe  
**No of Persons:** One

#### 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) is an international non-governmental organization serving the people of Myanmar since 2008 and Lao PDR since 2012. We are a rights-based humanitarian and development organization. Therefore, at the centre of everything we do are the people involved in and affected by our work: internally displaced persons, returnees, host communities, remote ethnic minorities, and marginalized populations. LWF engages with and supports duty-bearers while empowering partner individuals, households, and community development organizations to claim their rights and become more resilient. Within the LWF 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

The role of the DRR/ Fire Safety Assistant is entrusted with the responsibility to understand essence of Accountability and Disaster Risk Reduction and promote governance, accountability and transparency in the assigned sites. The DRR Assistant 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 DRR Assistant is expected to ensure LWF Myanmar’s consistency and coherence in his/her works and promotes institutional learning and synergy. She/he is directly responsible with ADRRO. The DRR Assistant is assigned sites as AA- MAF Site & Camp based in Sittwe, Hence, S/he shall be visited in the sites and Camp as required by approved plan.

#### Main responsibilities

Responsibility	Performance expectations
Project Sector Leadership and human resources in DRR/ Fire Safety at community levels implementation and operations.	<ul style="list-style-type: none"><li>Keeps the ADRRO updated, advised and informed regularly on all aspects of the emergency response, fire safety and community-based Activity</li><li>Develops training/workshop models on DRR, Fire Safety and emergency response to the community groups.</li><li>Represent LWF in Stakeholder meeting and IAC Meeting</li><li>Be responsible for overall DRR / Fire Safety activities in the Camp and NDS Site</li><li>Prepares and orients evacuation plans during disaster at organization and community levels (IDP camp, host village and nearby villages)</li><li>Develops early warning systems based on local context and orient social groups in IDP camp</li></ul>
Program planning, monitoring,	<ul style="list-style-type: none"><li>Ensures the planning, implementation, monitoring and evaluation of DRR as outlined</li><li>Assist ADRRO to Prepare annual Plan and review plan</li><li>Prepare monthly Work Plan for the Activity</li></ul>

Responsibility	Performance expectations
evaluation and reporting.	<ul style="list-style-type: none"> <li>• Ensure incident report, monthly situation report and activity completion report and any other reports are of good quality, accurate and timely</li> <li>• Promote and Strengthen DRR/ Fire Safety at Project area</li> <li>• Facilitate relative on DRR Training and Cyclone Simulation Exercises and Fire</li> <li>• Ensure FSV / CBDMC Member to be aware fire prevent and DRR Message</li> <li>• Works closely with other PASCAD team member in accordance with the established policies and procedures and LWF PM&amp;E standards</li> <li>• Assist to Develops project emergency contingency plan and emergency preparedness and response plans (EPRP) under the instruction of his/her supervisor</li> </ul>
Financial Procurement and administrative management	<ul style="list-style-type: none"> <li>• She/he shall be responsible to ensure expenses in respective Sites are in line with the approved budget and takes necessary and timely actions in consultation with ADRRO on any under and over expenses as per the LWF financial management.</li> <li>• Assist DRR/Assistant to prepare 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> <li>• Submit vehicle request as suggested by ADRRO.</li> <li>• Work closely with finance and admin staff to ensure they have the information needed to support the project activities and keep it running smoothly.</li> <li>• Collect distribution list of the items immediate after distribution in given format and submit to finance/logistic with maintain a copy with project file.</li> <li>• Prepare Procurement process that all items/materials regarding data collection and information management are well maintained and recorded properly.</li> </ul>
Public relations with concerned stakeholders	<ul style="list-style-type: none"> <li>• Establish relation with CMC, Camp leader, Side administrator and relation with Government Department DDM, MRCS, Fire Service Department.</li> <li>• Represents LWF in coordination meetings and provides public relations information and visibility as called upon.</li> <li>• Maintains the requisite consultative relationships with the relevant governmental authorities and other humanitarian agencies</li> </ul>
Data collection and database	<ul style="list-style-type: none"> <li>• Keep record of the information properly</li> <li>• Assist ADRRO to submit the information to prepare for FSV/CBDMC Profile in the camp</li> <li>• Update the data as suggested by ADRRO</li> </ul>

**Required qualifications and experience.**

- Bachelor degree in a related field
- Minimum three years relevant experience
- Ability to write reports in both Myanmar and English.
- Good understanding of Accountability and complaint response mechanism and practices.
- Conceptual clarity on recent community development trends.

**Required skills and competencies**

- Excellent interpersonal, negotiation, and communication skills
- High degree of gender awareness and gender sensitivity
- Computer skills – MS Office: Word, Excel, Outlook, PowerPoint
- Demonstrated ability to format documents in MS Office
- Excellent command in English and Myanmar language desired, including translating, writing, and editing skills
- Strong organizational abilities with very strong attention to detail
- Willingness and ability to frequently travel to remote field sites

- Respect for and ability to work with colleagues from other cultures, religions, socioeconomic status, and educational backgrounds

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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, persons with disabilities and diverse gender identities are encouraged to apply. Strong internal candidates 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.

**LWF- Yangon Office:** No.11, Kan Street, (6) Ward, Hlaing Township, Yangon.

**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:** 30<sup>th</sup> January 2024; 5:00 pm (MMT)