



## The Lutheran World Federation Myanmar Program

### JOB Announcement

**Position title:** DRR / Fire Safety Assistant  
**Responsibility level:** Grade 3  
**Report to:** Assistant DRR Office  
**Duty station:** Sittwe with frequent project area visit  
**No of Persons:** 1

### 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.

Publicity must explain how the rights-based empowerment process is implemented and how it facilitates individuals and communities to impart transformational and long-term changes in their lives. LWF's programming seeks to highlight the whole family and the equal role of women and men in decision-making processes. Publicity outputs highlight partnership among donors, Act Alliance members, duty-bearers, communities, and families for the betterment of humanity. Outputs are necessary for donor accountability, resource mobilization, advocacy, capacity building, giving community members a voice, and for demonstrating social engagement among disparate ethnic groups to advance peace building efforts.

### 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 DRR /Fire Safety Assistant is entrusted with the responsibility to understand essence of community-based disaster risk reduction in the project sites. The DRR/ Fire Safety 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/Fire Safety Assistant 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 ADRRO. The DRR/ Fire Safety Assistant position is to based in Sittwe with frequent visit to the project sites.

Major Responsibilities	Performance Expectations
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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</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> <li>• Responsible for ensuring that project policies are compatible with international standards and the expectations of the donors.</li> </ul>
Program planning, monitoring, evaluation and reporting.	<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> <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>• S/he shall be responsible to ensure all expenses in respective camp 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> </ul>

	<ul style="list-style-type: none"> <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 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>
Date collection and database of LWF	<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>

### **Level of Responsibility & Authority:**

This is a Sittwe based management level position with responsibility for the Disaster Risk Reduction and Fire Safety activities of the Rakhine based project. PASCAD Project funded by UNHCR. This position is classified at Grade -3 of the LWF Myanmar Program pay scale.

### **Job Requirements**

#### **0.1 Technical skills & Experiences:**

- Formal qualifications: Bachelor Degree in social science or development study or any other relevant field.
- Two years of related experiences in humanitarian or development field (if possible, with refugee or IDP camps).
- Strong participatory leadership, management and interpersonal skills.
- Strong team building skills.
- Willingness to learn and travel to remote areas.
- Fluent spoken and written English language skills and computer literacy.

#### **0.2 Desirable qualifications:**

- The person should be able to work in collaboration with other government and non-government stakeholders.
- Familiarity with the host villages and IDP camps set up or is willing to learn.
- Experience and familiarity with DRR and development projects
- Willingness to work and frequently travel in camps, NDS 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.

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.

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: 28<sup>th</sup> January 2022; 5:00 pm (MMT)**