



THE
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**The Lutheran World Federation
Myanmar Programme**

JOB DESCRIPTION

Position title: Education and Training Officer
Responsibility level: Grade 5
Report to: National Education Coordinator
Duty station: Pauk Taw & Sittwe

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 centre 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

The Education and Training Officer is responsible for the overall implementation of education program for Rakhine IDP project including the areas of planning, implementation, monitoring and reporting. S/He represents the education program to the IDPs and other implementing agencies at Sittwe level. This also involves resource mobilization, advocacy and networking coordination.

The Education Officer is based in Sittwe, but is required to undertake periodic supervision and monitoring visit to all camps and the host/nearby communities. The Education and Training Officer reports to the National Education Coordinator and directly supervises the education program staff and volunteers for the education program. S/he will submit all leave and other movement plans to the Education Coordinator for his/her approval. The Education and Training Officer is a member of the project management team at project level in Sittwe.

Major Responsibilities	Performance Expectations
Project sector leadership and management to ensure smooth day to day education program implementation and operations.	<ul style="list-style-type: none"> Responsible for the supervision, implementation and administration of the education program in IDP (TLSs) and host/nearby community (Government Schools) project in accordance with policies and procedures as stipulated in the policies and manuals.

	<ul style="list-style-type: none"> • Provides the requisite guidance for and coordination between the various phases of the LWF program in Rakhine for IDPs and community people. He/she also ensures that adequate provisions exist for delegated responsibility to staff who have expert knowledge in specific fields. • Ensures the implementation in conformity with established government requirements and LWF Myanmar policies and procedures (applies EiE standards in TLSs, CFSs, NFEs Centers and Formal Schools). • Responsible for ensuring that project policies are compatible with the expectations of the donors.
<p>Project planning, monitoring, reporting, training curriculum development and training implementation.</p>	<ul style="list-style-type: none"> • Coordinates the planning process and budget at the field level and recommends the same to the project coordinator for approval. Works closely with other coordinators/officers in project in accordance with the established policies and procedures and LWF PM&E Standards. • Ensures the planning, implementation, monitoring and evaluation of the education program in Sittwe as outlined in the project documents and proposals. • Identifies areas where program performance can be improved. • Ensures monthly reports, quarterly, annual and any other reports are of good quality, accurate, representative and timely. • Ensures program goals and objectives are met in a manner that is accountable to the people served and the donors. • Provides inputs to develop proposals to the donors for any changes in the program, including new opportunities for service, program changes to better meet need's and possible scaling-up/down or handing-over/termination of existing projects. • Provides inputs to the Education Team in preparing training curriculum (both main & refresher) for TLS Teachers, NFE Facilitators and CFS Animators. • Work with Education Team to conduct training on regular basis for Teachers, Facilitators and Animators. • Work with Education Team to conduct Training for PTAs and SMCs as per plan. <p>Work with Education Team to design and conduct training and education programs for Child Clubs/Peer Groups and mobilize them for the better school environment.</p>
<p>Human resource development and management</p>	<ul style="list-style-type: none"> • Contributes to decisions on staffing structure to enable the effective implementation of the planned activities. • Ensures that new staffs are provided with a thorough orientation to the education program. • Involve in staff recruitment for Sittwe project specially for education program and makes fair and transparent recommendations for the employment of capable staff, ensuring that recruitment is gender-sensitive with the goal of

	<p>gender balance within the staff, both in terms of numbers and levels of responsibility and ensuring that the skills of staff are developed and utilized to the fullest extent possible for the furtherance of the program.</p> <ul style="list-style-type: none"> • Supervises and appraises the work of the staff under his/her supervision.
Financial and administrative management	<ul style="list-style-type: none"> • Ensures all expenses in education 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. • Works closely with finance and admin staff to ensure they have the information needed to support the education program and keep it running smoothly. • Assist National Education Coordinator to engage in negotiations with UNICEF and other agencies at local level and pass information to Yangon through Project Coordinator for other funding opportunity and other potential new funding sources in order to maximize fund raising.
Procurement, logistics and property management	<ul style="list-style-type: none"> • Ensures that all items procured are of high quality to meet the necessary standard of education program. • Responsible for producing a timely requisition form with proper specification for maintaining quality procurement. • Ensures any LWF Myanmar property is used for the benefit of organization and the people served by the program.
Public relations with concerned stakeholders	<ul style="list-style-type: none"> • Assist National Education Coordinator to maintain the requisite consultative relationships with the relevant governmental authorities and other humanitarian agencies. • Represents LWF in coordination meetings as called upon. • Assist National Education Coordinator to conduct negotiations and maintains correspondence as necessary for the operation of the project. • Assist National Education Coordinator to develop all kinds of reports and other information in a timely manner to onward submission to LWF Myanmar office in Yangon and other related partners and/or others as specifically requested. • Hosts visitors to the project site in a respectful and professional manner.
Others	<ul style="list-style-type: none"> • Fulfills any other responsibilities as may be assigned or delegated by the National Education Coordinator and Area Coordinator/Officer-In-Charge. • To manage the all-Assistant Education and Training officer and relate with education activities in IDPs camp and host community.

8. Level of Responsibility & Authority:

This is a project management position at the field project level with responsibility for the education aspects of the Rakhine based project and direct supervisory responsibility for the education project staff in Sittwe.

9. Job Requirements:

9.1 Technical skills & Experiences:

- Formal qualifications (at least a Bachelor Degree) in education or social and development studies.
- At least 5 years of experience in an education program (if possible with refugee or IDP camps or other development projects).
- Strong participatory leadership, management and interpersonal skills.
- Demonstrated leadership & education program development abilities & strategic thinking.
- Knowledge in participatory, rights-based community development, EiE, Child Friendly Approach, Disability inclusive education, CFSs, NFPE, NFE, literacy and vocational training, etc. or willingness to learn.
- Fluent spoken and written English language skills and computer literacy.

9.2 Desirable qualifications:

- The person should be able to work in collaboration with many other implementing agencies for the same cause.
- Familiarity with the EiE standards, CFS principles, CBPS theories or is willing to learn.
- Willingness to live in Rakhine.
- Cultural sensitivity, team spirit and a can-do attitude of service.
- 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 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: 23rd January 2023; 5:00 pm (MMT)