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The Lutheran World Federation Myanmar Program

JOB ANNOUNCEMENT

Position title: Assistant Camp Coordination and Camp Management Officer
Responsibility level: Grade 4
Report to: CCCM Officer
Duty station: Pauk Taw IDP camps, Rakhine
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

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 Assistant CCCM Officer (ACCCMO) is entrusted with the responsibility to understand essence of Camp Coordination and Camp Management and promote and strengthen community managed camp. The ACCCMO shall perform his/her duties to implement **“Protection and support to communities affected by displacement in central Rakhine State”** project within the framework of agreement with UNHCR and LWF PPA and policies. The ACCCMO 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 CCCMO. The Assistant CCCM Officer is assigned to the camps as CCCM focal person based in Sittwe, Hence, s/he shall be visited in the camps based on required by approved plan.

This position is especially and fully responsible for Pauktaw camps, in Rakhine State LWF CCCM managed camps, Nget Chaung 1 and Nget Chaung 2 IDPs camps.

Main responsibilities

Major Responsibilities	Performance Expectations
Project sector leadership and management to ensure smooth day to day	<ul style="list-style-type: none"> Familiarize him/her with and work in accordance with the mission, vision, over all goals, objectives, policies and guidelines of The Lutheran World Federation. Familiarize with Core Humanitarian Standards, global CCCM guidelines and IASC guidelines.

implementation and operations.	<ul style="list-style-type: none"> • Fulfills any other responsibilities as delegate by the CCCM Officer. • Represent LWF in camp level meetings or meeting with stakeholders as assigned by CCCMO. • Facilitate and mobilize camp-based facilitators in the camp for effective camp management and service monitoring. • Be responsible over all camp management issue in assign sites.
Data collection, verification and Camp profiling of LWF designated camps for CCCM	<ul style="list-style-type: none"> • Collect and verify the household and population – Orient camp-based facilitators on data collection system with Data Management Assistant and monitor closely as assigned by CCCMO. Verify the data randomly with DMA and facilitate to submit in system. • Verify the changes in household and population (death, birth, in and out, shift, etc) as informed by Site Program facilitator and update the data in certain frequency as suggested by CCCMO. • Keep/Update record of the information – situation after incidents of fire and disaster, services, context/trend changes properly in consultation with CCCMO through mobilized camp-based SPFs. • Assist CCCM Officer to prepare site profile in agreed format. • Facilitate the proper orientation on agreed tools and format to camp based BMFs and SPF with DMA.
Project planning, monitoring and reporting.	<ul style="list-style-type: none"> • Prepare monthly plan in consultation with CCCMO and facilitate to prepare plan with Camp level PA and Incentive Workers. • Facilitate to conduct Camp Consultation meeting with CMC and representatives from WDG, YDG, PSN, PTA, Teacher and other camp-based committees as guided by CCCM Officer. • Mobilize Camp based facilitators to conduct block level group meeting and maintain the meeting notes. • Conduct camp level Inter Agency Meeting with agenda and submit minute to CCCMO. • Promote and strengthen communication with community by mobilizing Camp Based Facilitators. • Ensures the planning, implementation, monitoring and evaluation of the CCCM program in assigned camp. • Ensures incident report, monthly reports, and activity completion/event completion report, site monitoring report, structural monitoring by using check list and any other reports are of good quality, accurate, representative and timely. • Conduct the assessments on stationary, furniture, activities - NFI gaps and training needs assessments, as suggested by CCCMO.
Human resource development and management	<ul style="list-style-type: none"> • Understand the training package and facilitate the training in the camps • Coach/mentor/monitor camp level incentive workers • Mentor, monitor, mobilize and appraises the work of the incentive workers. • S/he shall assist to CCCM Officer to identify need of camp management and IWs capacity development area. • Involve/Support to facilitate the training of CCCM key module to key stakeholders at the camp as guided by CCCMO.
Financial, procurement and administrative management	<ul style="list-style-type: none"> • S/he shall responsible to ensure all expenses in respective camp are in line with the approved budget and takes necessary and timely actions in consultation with CCCM Officer. • Assist CCCM Officer to prepare material request, take advance, implement actively and settled advance in time. • Collect/Verify monthly report and time sheet and pay incentives in time. • Follow LWF financial policy and settle advance on time. • S/he is also 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.

	<ul style="list-style-type: none"> • Facilitate to maintain inventory in CMA office • Make sure to apply the compliance. • Facilitate to organize NFI kits distribution in the camp.
Public relations with concerned stakeholders and Communication	<ul style="list-style-type: none"> • Maintain and update field level 3 Ws and CMCs and key stakeholder's profile through SPFs. • Enhance cooperation and networking with relevant stakeholders (community, civil society organization and government) at the camp level. • Conduct Camp Level Inter Agency meetings as per given ToR. • Facilitate the mediation meeting as guided by CCCM Officer. • Host visitors to the project sight in a respectful and professional manner. • Communicate with stakeholders by sharing information as guided by CCCMO. • Initiate advocacy for services gaps with camp level key stakeholders

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.

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 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: 30th January 2024; 5:00 pm (MMT)