



THE  
LUTHERAN  
WORLD  
FEDERATION  
World Service  
member of **ACT Alliance**

## The Lutheran World Federation Myanmar Programme

### JOB DESCRIPTION

**Position title:** Assistant Monitoring & Evaluation Officer  
**Responsibility level:** Grade 4  
**Report to:** Monitoring & Evaluation Officer  
**Duty station:** Sittwe (45% travel to project areas)

#### 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

Under the direct supervision of Monitoring & Evaluation Officer and working closely with the consultation and coordination with LWF Myanmar colleagues based in Sittwe and operational field staff supervised by M & E officer who is responsible to ensure educational activities to ensure, to know the achievement and planning, periodic review on reporting internal and external. To be aligned with the project proposal and ensure to manage data followed by LWF organizational data policy and procedure. Who is responsible for developing a MEAL framework, a monthly data collection format and conducting the assessment assigned by M & E Officer. Mostly assist by M & E Officer to ensure when project implementation monitoring and evaluation process in the EiE projects. Between all EiE projects, its essential to avoid overlapping, double data counting and need to be a reliable information. LWF has implementing by using Right Based Empowerment approaches and follow education progrme align with the INEE standard. LWF has been implementing emergency education in Sittwe and Pauktaw townships. The position is based in Sittwe and work as an important element of education team which included formal and informal education levels.

#### Main responsibilities

Responsibility	Performance expectations
Project management	<ul style="list-style-type: none"> <li>• Prepare work plan based on monthly activity plan</li> <li>• Prepare monthly data collection format based on their projecting logical framework</li> <li>• Develop MEAL framework based on the log-frame of project proposal</li> <li>• Coordinate with the project staff and closely monitoring with field visit</li> </ul>

	<ul style="list-style-type: none"> <li>Follow up on monthly basis program work plan and achievement data</li> <li>Measure indicator based on implementation activities</li> <li>Assist orientation related with PMER system to the colleagues</li> <li>Data entry of monthly progressing and analysis</li> </ul>
Liaison & Monitoring	<ul style="list-style-type: none"> <li>Represent education team to report work plan to Liaison Officer</li> <li>Prepare monthly activity implementation plan in-line with the PMER system</li> <li>Prepare OAT and DDM data which should be on time reporting</li> <li>Assist to the Liaison Officer to apply TA for the education activities</li> <li>Regular field visiting to the project implementation sites</li> <li>Regular monitoring to the project activities</li> <li>Activity monitoring, kits distribution and coordination with the colleagues</li> </ul>
Communication	<ul style="list-style-type: none"> <li>Working closely with the colleagues and support each other when needs</li> <li>Assist to the senior colleagues and working with a good team spirit</li> <li>Good relationship with the stakeholder</li> <li>Working under pressure and based on the urgent needs</li> <li>Manage a time under priority</li> <li>Coordination and helping to the program colleagues and other department</li> </ul>
Relationship	<ul style="list-style-type: none"> <li>Identify programmatic gaps and recommend areas of geographic or thematic expansion, technical improvement, and identification of potential new partnerships; facilitate field-based staff to do likewise</li> <li>Assist and/or lead proposal writing, ensuring that they are developed within a rights-based empowerment framework</li> <li>Develop new project budgets in with support of finance and field-based staff</li> <li>Assist the Programme Coordinator in strategic planning processes</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>Stakeholder reporting timely</li> <li>Monthly data collection, IPTT on MEAL framework</li> <li>Assist to the M&amp; E officer to ensure the data reporting</li> </ul>

#### **Required qualifications and experience**

- University degree from the University of computer, Electronics or any
- Minimum two years relevant experiences
- Demonstrated data management skills
- Excel, word and presentation skills
- Aware data analysis software

#### **Required skills and competencies**

- Excellent interpersonal, negotiation, and communication skills
- Ability to speak read and write in English
- 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

---

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.

**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:** 23<sup>rd</sup> January 2023; 5:00 pm (MMT)