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The Lutheran World Federation Myanmar

JOB DESCRIPTION

Position title:	Area Coordinator – Ann Township
Responsibility level:	Grade 6
Report to:	Programme Coordinator
Duty station:	Ann Township, Rakhine State

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, when appropriate to do so, 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

Based in the assigned field office, the **Area Coordinator** is responsible for smooth implementation of programming in assigned geographic area. The responsibilities include staff security and safeguarding, staff management, external liaison, identifying programming opportunities, and ensuring that admin/finance, planning, reporting, and project activities are implemented in a timely manner, per LWF guidelines / policies, and with high quality. As the leader of the Area Management Team, it is incumbent upon the Area Coordinator to lead by example, capacitate, motivate, and empower staff. Only through empowering individuals within the organization can LWF successfully empower our partner communities. Programming is designed from the ground up, so it is important to instill confidence in staff and empower the Staff Association, to identify and communicate opportunities for improving and/or expanding the programme. The Area Coordinator is a member of the country programme Management Team and works under the direct supervision of the Yangon-based Programme Coordinator. The incumbent works in close collaboration with Yangon-based thematic coordinators (project holders), PMEAL Team, Communications Team, and Admin/Finance Unit. As the head of sub-office, the Area Coordinator exemplifies LWF core values and represents the organization in the field.

Main responsibilities

Responsibilities	Performance expectations
Project management	<ul style="list-style-type: none"> • Coordinate with and advise Yangon-based project holders in leading participatory project planning, budgeting, and reporting processes with field staff • Ensure that monthly workplan is systematically planned inclusive of all projects that comprise the programme, including discussion with project holders to finalize monthly plans • Lead monthly meetings for the sharing of information, planning of activities, identifying programme opportunities, and addressing staffing concerns • Ensure that project and finance staff conduct monthly activity and financial reviews • Monitor and promote the availability, quality, and uptake of government services through field visits and listening to the voices of staff and communities • Help devise and lead implementation of new tools that capture the impact of civil war on partner communities. • Establish and implement systems to systematically capture photographs (e.g. “photo of the month contests”), and ensure that staff document success stories for resource mobilization and reporting; ensure that voluntary written consent forms are completed. • Ensure that monitoring and evaluation are conducted in a participatory manner and demonstrate accountability and transparency • Ensure participatory data gathering are conducted in the field and information gathered are used in decision making; • Lead participatory processes for improving or expanding existing programming as well as developing new project ideas • Make sure that Area Office SharePoint folder is well organized and utilized daily for storing relevant data
Representation and networking	<ul style="list-style-type: none"> • Coordinate with local authorities, government departments, non-state actors, other development agencies, and partner communities to facilitate smooth implementation and seek partnership opportunities • Participate actively in relevant humanitarian cluster meetings, sharing situational updates based on data from staff and consortium partners • Represent LWF in coordination meetings and take an active role in promoting the programme and upholding the rights of partner communities • Ensure field-level preparation and active participation in the commemoration of “UN Days” at field level and support Yangon-level representation
Human resources development, management, staff empowerment,	<ul style="list-style-type: none"> • Remain updated on potential security issues and take appropriate action for staff safety and security per LWF policy (including participatory use of risk assessment and mitigation tools) to ensure duty of care for all staff • Ensure that monthly meetings are systematically convened, with follow-up, and offer a safe platform for Staff Association to voice concerns • Facilitate and build capacity, as needed, to empower the Staff Association

safety and security	<ul style="list-style-type: none"> • Coordinate staff deployment and review workloads; make recommendations and advocate with Yangon-based staff for any staffing changes or additions • Provide supportive supervision, build teamwork, and initiate staff development and training opportunities • Ensure personnel policies and procedures are known by all staff and consistently followed, including Code of Conduct and LWF's values • Ensure that the Universal Declaration of Human Rights and LWF's Rights-based Empowerment approach are known by all staff • Ensure that staff participatory performance appraisals are conducted following LWF policies
Financial management	<ul style="list-style-type: none"> • Control and ensure compliance to finance policies in a timely and professional manner • Ensure that cash flow planning and monitoring, cash management, accounting, and financial reporting are conducted per LWF policies and procedures • Make sure scheduled internal audits are conducted and take appropriate action if there is irregularity according to policies • Maintain close, respectful, and timely relationship with finance unit staff
Logistics and administration	<ul style="list-style-type: none"> • Maintain positive relationships with local authorities and non-State actors to continue access of LWF and visitors to project sites • Facilitate field visits by LWF, funding / co-implementing partners, and donors • Ensure that logistics and procurement processes are planned in advance, implemented smoothly and transparently, and follow the LWF policies and procedures • Ensure proper asset management and vehicle registration and insurance • Ensure correspondence properly prepared and delivered in a timely and professional manner • Ensure all relevant files and other documents are systematically filed
Reporting and coordination	<ul style="list-style-type: none"> • Lead and coordinate to ensure that donor reports and documents are prepared and submitted to meet deadlines • Inform LWF Yangon staff on issues related to staff safety and security, misconduct, fraud, access issues, programming opportunities, and related issues in a timely manner • Foster positive and close collaboration among the different work units within the field office and with Yangon • Lead processes for monthly, quarterly, and annual internal LWF reports • Share monthly Area Management Team minutes with Yangon
Other	<ul style="list-style-type: none"> • Undertake other activities as requested by supervisor

Level of Responsibility and Authority

- To supervise community empowerment officers, Administration Team, Finance Team, community empowerment facilitators and support staff
- To prepare plans and reports related to the geographic area of programme responsibility
- To sign all correspondence and all goods requisition forms for the assigned programme area.

- Presenting his/her recommendations on the discipline and the promotion of staff under him/her to the Management Team or through the Programme Coordinator.
- To authorize all local purchases and payments within the geographic programme area. Assigned as per policy.
- This position is a supervisory management position and qualifies for membership in the Management Team

Required qualifications and experience

- Bachelor's degree in communications, English language, community development, or related field
- Minimum six years of relevant experience, or a master's degree with three years of relevant experience
- Academic background and working experiences in development communications would bear special value

Required skills and competencies

- Detail oriented with keen awareness of visual presentation – ***strictly required.***
- Demonstrated ability to format documents in MS Office ***required***; professional experience in Photoshop, Publisher, Illustrator, website design, or similar applications desired.
- Excellent command of English and Myanmar language, including translating, story writing, and editing skills.
- Strong organizational and project management skills.
- Excellent interpersonal, representational, and communication skills.
- Willingness and ability to travel to remote field sites as called upon.
- High degree of gender awareness and gender sensitivity.
- 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.

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 2023; 5:00 pm (MMT)