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The Lutheran World Federation Myanmar Program

JOB Announcement

Position title: Livelihoods Coordinator
Responsibility level: Grade 6
Report to: Programme Coordinator
Duty station: Yangon
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) 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 center 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 the Programme Coordinator, the incumbent is responsible for managing assigned projects and acting as technical resource and leader in support of all livelihoods activities in LWF Myanmar. They shall maintain close coordination, networking, and collaboration with government line departments (when appropriate), INGOs, LNGOs, private sector, academia, and the general public.

Although based in Yangon, the incumbent will be required to undertake frequent coordination, mentoring, and analytical visits to field offices in Chin, Rakhine, and Kayin States.

Main responsibilities

Areas of responsibility	Performance expectations
Project management	<ul style="list-style-type: none">Monitor financial absorption and activity progress against workplans, budgets, and objectives to ensure effectiveness, efficiency, relevance, and impact

	<ul style="list-style-type: none"> • Coordinate and collaborate closely with PMEAL Team, Admin/Finance, and Area [office] Coordinators • Prepare project reports of high quality following LWF and partner requirements to the Programme Coordinator • Negotiate with external resource persons/trainers and submit to the Programme Coordinator for consideration • Coordinate implementation of project audits and external evaluations as required per grant agreements • Lead participatory learning assessments as required • Supply data and contextual analysis for strategic planning processes specifically relating to livelihoods
Programme development and planning	<ul style="list-style-type: none"> • Lead the process of developing and revising semi-annual and annual workplans and budgets in a participatory manner with field livelihood officers and other relevant staff • Provide inputs for development and review of policies, guidelines, and formats • Provide inputs for formulation of new activities and projects • Assist resource mobilisation coordinator in conceptualising new proposals
Technical leadership	<ul style="list-style-type: none"> • Conduct periodic field visit monitoring of monitoring and evaluation systems and provide supportive supervision and guidance to staff and managers • Conduct regular livelihood and land rights coaching to enhance facilitation skills of CEF and other Livelihood field staff during field visits. • Remain abreast of livelihoods research, policies, digital and other marketing approaches, agricultural science, good practices, and other key information; share this with relevant staff and Programme Coordinator • Subscribe to open access research journals, email groups, sectoral working groups, etc. to remain updated • In consultation with staff, training team, and human resources development officer, plan and organize meetings on livelihoods and vocational skills concepts; make staff aware of relevant training or learning opportunities
Representation, publicity, and external coordination	<ul style="list-style-type: none"> • Represent LWF in national forums such as the Land Core Group, Food Security Working Group, and others • Develop networks and working relationships with key actors in academia, I/NGO, UN, private sector, and government (when appropriate)

	<ul style="list-style-type: none"> Actively participate in national level and other meetings as assigned by Programme Coordinator (when it is appropriate)
Publicity	<ul style="list-style-type: none"> Publicity is required to prove accountability to donors, resource mobilisation, learning / exchange, and advocacy purposes. Always budget and plan for publicity activities in workplans and budgets, including to hire photographers, videographers, and produce content for LWF websites, info sheets for donors, and advocacy events Coordinate publicity closely with Programme Coordinator, Communications Coordinator, and field teams Plan for producing photodocumentaries, success story videos, and organise LWF booth for UN Days in Nay Pyi Taw (when it is appropriate to do so)
Others	<ul style="list-style-type: none"> Perform any additional tasks assigned by direct supervisor

Required qualifications and experience

- At least university degree, preferably a Master's degree, in marketing, agriculture, veterinary science, development studies, business administration, or relevant areas.
- Minimum 6 years relevant working experience with UN agencies, I/LNGOs, private sector, or government. Experience working in the field with partner communities and field offices.
- Demonstrated management experience leading teams and staff.

Required skills and competencies

- Knowledge of Quality Assurance, PMER, research, leadership and management, strong coordination, teamwork, commitment, problem solving, analytical skills, training facilitation, and report writing
- Computer literacy including MS Word, Excel, PowerPoint
- Strong people skills with ability to work across projects, diverse teams, and offices
- Excellent English writing and communication capacity; ability to easily use Myanmar language keyboard

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 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.

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: 31 March 2021; 5:00 pm