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## The Lutheran World Federation Myanmar Program

### JOB Announcement

**Position title:** Assistant Education Officer  
**Responsibility level:** Grade 4  
**Report to:** Education Officer  
**Duty station:** Sittwe, Rakhine State  
**No of Persons:** Two

### 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

The Assistant Education Officer (AEO) is responsible for assisting Education Officer in overall strategic development and implementation of the education program for the Rakhine IDP project including the areas of program planning, implementation, monitoring and reporting. AEO represents the education program to the IDPs and other implementing agencies at assigned area. This also involves resource mobilization, advocacy and networking coordination.

The AEO is based in LWF project areas of Sittwe and Pauktaw and undertakes regular visit to all IDP camps, host and nearby communities. The AEO reports to the Education Officer and facilitates/supervises the education program volunteers and incentive paid IDP volunteers (TLS Teachers, NFPE/NFE Facilitators & CFS Animators) in camps. The AEO submits all leave and other movement plans to the Education Officer for his/her approval.

### Main responsibilities

Major Responsibilities	Performance Expectations
Ensures the smooth implementation of day to day operations	<ul style="list-style-type: none"> <li>Implement and administer of the education project in accordance with policies and procedures as stipulated in the policies and manuals.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist Education Officer in ensuring the planning, implementation, M&amp;E of the education project in assigned project areas as outlined in the project documents and proposals.</li> <li>• Work with communities and support teachers in Formal Schools, community teachers in TLSs, NFPE/NFE Centers and CFSs.</li> <li>• Assist the Education Officer, Training Officer and work with Asst. Training Officer to organize training for government teachers, community teachers from TLS Teachers, NFPE/NFE Facilitators, and/ or CFS Animators.</li> <li>• Facilitate/conduct training sessions along with Training Officer and colleagues of LWF program units as required</li> <li>• Conduct regular coaching sessions for field staffs during project/field visits</li> <li>• Facilitate communities to select incentive paid volunteer teachers for TLS, CFS and NFPE/NFE.</li> <li>• Keep track of material needs of formal schools, TLSs, NFPE/NFEs, CFSs and arrange for timely delivery of materials.</li> <li>• Assist the Education officer to collect project related data and develop work plans.</li> </ul>
Project planning, monitoring and reporting	<ul style="list-style-type: none"> <li>• Keep track of incentive payments of the volunteers and arrange for timely incentive payments.</li> <li>• Undertakes regular weekly visits to all government schools, TLS, CFS and NFPE/NFE and submit report on the status to the Education Officer.</li> <li>• Assist the Education Officer to undertake the planning process and budget at the field level for education program.</li> <li>• Assist to continuously monitor the program so as to identify areas where program performance can be improved.</li> <li>• Assist the Education Officer to produce monthly, quarterly, annual and any other reports are of good quality, accurate, representative and timely.</li> <li>• Assist the Education Officer in ensuring that project policies are compatible with the expectations of the donor partners. (applies EiE and Myanmar Education Standards)</li> </ul>
Human resource development and management	<ul style="list-style-type: none"> <li>• Ensures that all community teachers are provided a thorough orientation so as to guide them for their engagement in the education project in IDP camps, host and nearby communities.</li> <li>• Participate in community teachers' recruitment for the project, ensuring that recruitment is gender-sensitive with the goal of</li> </ul>

	<p>gender balance within the staff, both in terms of numbers and levels of responsibility.</p> <ul style="list-style-type: none"> <li>• Assist Education Officer/Training Officer and Training team in organizing trainings and workshops to the Community Teachers, SMCs, PTAs, Child Clubs/Peer Groups members.</li> <li>• Work with Asst. Training Officer and report to Education Officer in collecting regular data, feedback for trainings and future training needs for stakeholders.</li> <li>• Ensure that the skills of volunteers are developed and utilized to the fullest extent possible for the furtherance of the project.</li> <li>• Supervise and appraises the work of the education volunteers.</li> <li>• Follows Participatory Leadership and Management principles to facilitate the work of the community teachers in IDP camps, host and nearby communities.</li> </ul>
Financial and administrative management	<ul style="list-style-type: none"> <li>• Carefully implement education projects so that it is in line with the approved budget.</li> <li>• Provide timely information to the Education Officer for adjusting budget/expenses for any under and over expenses as per the guidance of donor partner and/or LWF.</li> <li>• Assist in ensuring that community teachers have adequate materials, supplies, equipment and etc. to properly implement the education project for the benefit of the IDPs and their host communities.</li> <li>• Assist the Education Officer to ensure that all items procured are of reasonable quality to properly implement the education project.</li> <li>• Ensures any LWF Myanmar property is used for the benefit of organization and the people served by the project.</li> </ul>
Public relations with concerned stakeholders	<ul style="list-style-type: none"> <li>• At all times coordinate and collaborate with Government Education Department, other education program implementers, community and CMCs, SMCs, and PTAs.</li> <li>• Maintain the requisite consultative relationships with the relevant governmental authorities and other humanitarian agencies at Township/Village levels.</li> <li>• Represent LWF in meetings as called upon.</li> <li>• Provide suggestions for project revision and for fund raising for the education project.</li> <li>• Assist the Education Officer to develop reports and other information in a timely manner to submit to the authorities.</li> </ul>
Others	<ul style="list-style-type: none"> <li>• Fulfills any other responsibilities as may be assigned or delegated by the Education Officer or Education Coordinator.</li> </ul>

	<ul style="list-style-type: none"> <li>• To monitor TLSs, CFSs and GFSs school renovation and construction with technical team.</li> <li>• All education relate project to implement the activities in the IDPs camp and host community.</li> </ul>
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### **Level of Responsibility & Authority**

This is a mid-level position focused on the education project development and implementation for IDP camps and their host communities in central Rakhine.

### **Job Requirements**

#### **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, in refugee or IDP camps).
- Strong participatory leadership and diplomatic interpersonal skills.
- In depth knowledge in education program development.
- Knowledge in participatory, rights-based community development and Education in Emergencies or willingness to learn.
- Good spoken and written English skills and computer literacy.

#### **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, child friendly spaces 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 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.

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**