



THE
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World Service
member of **actalliance**

The Lutheran World Federation Myanmar Program

JOB ANNOUNCEMENT

Position title:	Information Assistant
Responsibility level:	Grade 3
Report to:	Assistant Information Management Officer
Duty station:	Sittwe
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.

Publicity must explain how the rights-based empowerment process is implemented and how it facilitates individuals and communities to impart transformational and long-term changes in their lives. LWF's programming seeks to highlight the whole family and the equal role of women and men in decision-making processes. Publicity outputs highlight partnership among donors, Act Alliance members, duty-bearers, communities, and families for the betterment of humanity. Outputs are necessary for donor accountability, resource mobilization, advocacy, capacity building, giving community members a voice, and for demonstrating social engagement among disparate ethnic groups to advance peace building efforts.

Job summary

LWF commenced its humanitarian assistance to Internally Displaced Persons (IDPs) of the Rakhine State since 2013. Since then, it is extending its supports to people of Rakhine through humanitarian and development projects. LWF Sittwe Office is a field office of LWF Myanmar with an opus of diverse aptitude of staff 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 an Information Management Assistant (IMA) is entrusted with the responsibility to understand essence of Data and information, data entry, verification, analysis, create data base and information management for the project. The IMA shall perform his/her duties under **"Protection and support to communities affected by displacement in central Rakhine State"** project within the framework of agreement with UNHCR and LWF and related policies. The IMA 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 to AIMO and close working relation with Camp Focal staff and co-

workers of LWF. The IMA is based in Sittwe but is required to undertake frequent visit in the IDP camps and New Displacement Sites as suggested by AIMO or designated staff by him/her.

Main responsibilities

Responsibility	Performance expectations
Project sector leadership and management to ensure accuracy of information.	<ul style="list-style-type: none"> • Acquire knowledge and skills on data and information management and its importance and confidentiality. • Use of data and information collection tools and process and improve as agreed in team and cluster. • Understand LWF policy and guideline regarding information and communication and facilitate to the team. • Facilitate team to get correct and accurate data on time from IDP camps and displacement sites. • Taking the lead for NFI Kits and Hygiene Kits post distribution monitoring after distribution in the camps and sites.
Planning, implementation and monitoring - Enumeration and information management	<ul style="list-style-type: none"> • Assist in collecting CCCM/Shelter/NFI cluster's data form and information management system. • Assist in maintaining people of specific needs (PSN) data and PSN information management systems. • Taking lead in gender strategy information data collection in the field-level Camps and Sites. • Prepare data and information management plan. • Conduct Orientation to camp focal and camp-based facilitators on data collection forms and tools and monitor in close consultation with camp focal. • Conduct and collect household and population enumeration • Conduct and collect People of Specific Needs (PSN) data enumeration. • Assist to download, clear, compile and analyze the data and produce an information report. • Identify appropriate secondary data collection and information resources •
Data collect, verify, clear, compile and prepare analytical report	<ul style="list-style-type: none"> • Organize and manage data input from data collection forms and conduct initial analysis of the data. • Ensure all data entering and monitoring formats are duly completed from field staff and program officers. • Based on the collected data, conduct needs and gap identification for the relevant sector. • Assist AIMO for updating 5W matrix with information and data from the relevant sectors/project holders. • To collect and verify the Monthly Activity report from respective sector. • Provide information management services to prepare population data management activities including population estimation, information flows from established systems, movement tracking, standard setting/promotion and dissemination.
Coordination and information sharing	<ul style="list-style-type: none"> • Establish linkages and functional relation with Information management personnel from UNHCR and other CMAs. • Follow strictly the data sharing protocol and share the data and information in consultation with AIMO.

Documentation/Information management	<ul style="list-style-type: none"> • Maintain filing system in a systematic method as per guidance of AIMO. • Ensure proper access to information to the team members. • Ensure confidentiality of information locking the information sheet and maintain code carefully as per guidance of AIMO.
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Required qualifications and experience

- University degree in social science, development or a related field
- Minimum one years relevant experience
- Demonstrated management skills including camp based staff management
- Conceptual clarity on recent community development trends, land issues, and legal reform strongly desired

Required skills and competencies

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

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: 14th February 2023; 5:00 pm (MMT)