



THE
LUTHERAN
WORLD
FEDERATION
World Service
member of **actalliance**

The Lutheran World Federation Myanmar Program

JOB Announcement

Position title: Finance/Office Clerk
Responsibility level: Grade 2
Report to: Finance Officer
Duty station: Sittwe Office
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:

The Finance/Office Clerk will be responsible for providing general finance/office assistance and documentation, small purchases for the office and others. Though the post is under Finance Unit but has to assist other unit as well for the similar tasks. The Finance/Office Clerk will work in a team with other staff, but is required to undertake other relevant tasks as requested by line supervisor.

Main responsibilities

Areas of Responsibilities	Performance Expectations
General Finance/Office Assistant	<ul style="list-style-type: none">• Verify the entire document based on checklist provided by supervisor.• Scan Cash/bank transactions – payments and receipts• Ensure to register all incoming and outgoing documents and mails• Maintain all the finance documentation and secure it as instructed by supervisor.• Maintain photocopy machine usage record by manual• Make small purchases on an ad hoc basis as instructed by supervisor and in compliance with procurement policy• Ensure printers and copiers are stocked with paper

	<ul style="list-style-type: none"> • Assist in withdrawing money from the bank • Deposit Government tax as instructed by finance unit • Make payments for Cash Based Intervention projects • Assist in collecting bank statement and cheque books from the bank
Message delivery	<ul style="list-style-type: none"> • Courteously deliver messages, mails/letters as instructed. • Assist with binding documents, making copies of documents or office reception as called upon
Other tasks	<ul style="list-style-type: none"> • Fulfill other general office tasks as requested by Supervisor or the Project Coordinator/Officer-In-Charge

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.

- 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: 17th April 2022; 5:00 pm (MMT)