



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

The Lutheran World Federation Myanmar Program

JOB ANNOUNCEMENT

Position title: Planning, Monitoring and Evaluation Officer
(PME Officer)
Responsibility level: Grade 5
Report to: PME Coordinator
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. 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 facilitates the people to practice inclusive decision-making and build effective local institutions. Through a rights-based empowerment process, LWF gives individuals, households, and self-reliance groups opportunity to gain skills and confidence to advocate with duty-bearers to claim their rights. Within the LWF Myanmar Strategy 2019-2024, our work spans the realms of humanitarian assistance, recovery, and integrated rural development, building upon four interrelated programmatic areas: Sustainable livelihoods; Access to quality services; Protection and social cohesion; and Systems and practices.

Job summary

The PME Officer works under direct supervision of the PME Coordinator based in Yangon. The Area Coordinator for Rakhine State manages administrative supervision.

The PME Coordinator is the senior staff member responsible to ensure effective planning and implementation of PME functions on an education in emergencies project implemented through an INGO consortium. The staff works closely with project team and helps project holder to lead PME actions. An important responsibility to lead the project team in managing LWF's gender and disability "intentional" project cycle using quantitative and qualitative tools – the outputs advise workplanning. All project data is to be kept safely in SharePoint and ActivityInfo per LWF policy.

The PME Coordinator will also provide leadership to the larger LWF EiE Team in Sittwe to offer mentoring and ensure that all projects are following a standardized approach as described herein.

The PME Officer is based in LWF Sittwe area office but required to undertake frequent visits to IDP camps of Sittwe and Pauktaw Townships of the Rakhine State.

The Planning, Monitoring, and Evaluation Officer is responsible for the following tasks:

Area of Responsibility	Performance Expectations
------------------------	--------------------------

Planning	<ul style="list-style-type: none"> • Prepare project-monitoring with assistance from PME Coordinator. • Ensure all PME data is stored in ActivityInfo and the SharePoint project management folder, per guideline, so it is available to everyone • Lead collection of baseline and core gender / disability data • Orient staff and consortium partners regarding implementation plan and monitoring plan to internalize role of monitoring in project cycle.
Monitoring	<ul style="list-style-type: none"> • Completing “site profile form” in ActivityInfo by 15 November and 15 June • Complete “partner community form” in ActivityInfo by 15 November and 15 June • Complete “school enrolment data” by 15 July • Conduct monthly monitor visits and keep forms in SharePoint project management folder. • Conduct focus group discussion with at village and/or camp level to ask the people how LWF is doing. Ask for their ideas for new or improved actions. • Inform team members to use field monitoring report and store in the project management folder • Prepare monitoring information sheet to compile while preparing reports • Verify that data is complete and accurate quality of the work mentioned in report • Use ActivityInfo during monthly review meetings to visualize activity progress, financial absorption (if possible), output monitoring, and outcome tracking (including the programme-wide gender and disability inclusion indicators)
Reporting	<ul style="list-style-type: none"> • Submit field monitoring reports to supervisor and Area Coordinator, stored in a PME subfolder of SharePoint • Provide government reporting format reports (DDM, CC, any others) and send reminder note well in advance; make sure the data is compiled and prepare the report in consultation with supervisor and Area Coordinator • Enter project data to ActivityInfo • Submit any monthly reports and as required by supervisor • Assist project holder and/or supervisor to prepare donor reports
Coordinating and Networking	<ul style="list-style-type: none"> • Prepare/collect/update 3Ws of the Stakeholders in consultation with Project Officer, National Education Coordinator. • Establish/strengthen linkage and cooperation with consortiumpartner and other agencies monitoring staff.
System update, developing materials and Training	<ul style="list-style-type: none"> • Review existing monitoring tools and systems and develop functional monitoring tools and system in the organization. • Consult with Project team as well as others regarding new tools and systems. • Provide workshops and coaching to help staff manage monitoring tools and responsibilities. • Closely backstopping to the staff engaging in monitoring.
General	<ul style="list-style-type: none"> • Familiarize with Project Document and Internalize Log-Frameand its anticipated results. • Learn the mission, vision, overall goals, objectives, policies and guidelines of LWF. • Learn Cluster/Sector Standards, Core Humanitarian Standards, and INEE standards. • Fulfills any other responsibilities as assigned or delegated by the supervisor.

Required skills and experience:

- Relevant bachelor's degree (Bachelor of information management or Business Administration or

related)

- Three years' experience in Humanitarian and development field, Planning, Monitoring and Reporting roles with Refugees and IDP camp, (digital data management added value).
- Strong participatory leadership, management and interpersonal skills.
- Strong team building skills.
- Able to communicate well in English; local language skills desirable
- Computer literacy in data management and analysis programs: – Microsoft Office, Advanced Excel, QGIS, ActivityInfo and KoBoToolbox.

Desirable qualifications:

- The person should be able to work in collaboration with many other implementing agencies at the Government authorities at village or Township levels and local NGOs.
- Demonstrated leadership and education program development abilities and strategic thinking.
- Familiarity with the host villages and IDP camps set up or is willing to learn.
- Experience and familiarity with development projects
- Willingness to live and frequently travel in camps and villages in Rakhine State.
- Willingness to learn and travel to remote areas.
- Cultural sensitivity, team spirit and a can-do attitude of service.
- Understanding of Conflict Sensitivity” and “Do No Harm” principles.
- High degree of gender awareness and gender sensitivity including Disability Inclusion.
- 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, 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 to [Send your Application](#) or 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: 19th June 2024; 5:00 pm (MMT)