



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

The Lutheran World Federation Myanmar Program

JOB Announcement

Position title:	Civil Engineer
Responsibility level:	Grade 5
Report to:	CCCM Coordinator
Duty station:	Sittwe, Rakhine State
No of Persons:	1

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 Civil Engineer shall be one of the members of LWF Project Management Team (PMT) in Sittwe. She/he shall be responsible in planning, implementation and monitoring of all infrastructure activities in the PASCAD Project as well as others operated from LWF Sittwe, Rakhine. As a technical in-charge to ensure application BoQs and standard specification for all infrastructure works under the project. It includes technical support and monitoring, collaboration with government stakeholders, CMC/displacement site leaders and technical staff of the consortium partners to ensure coordinated and harmonized efforts for successful implementation of the project meeting all technical requirements and Shelter/NFIs/CCCM cluster guidelines. Civil Engineer will carry out technical measurement of the works to process document for the payments.

The Civil Engineer shall follow the Civil Engineering norms of the Government of the Republic of Union of Myanmar. She/he shall work closely with technical teams within LWF and consortium partner, Village Development Committee (VDC), Camp Management Committees (CMC), Site Management Committee (SMC) and other vulnerable communities in an accountable manner.

The Civil Engineer, Sittwe shall have the following roles and duties:

Designing, BOQ and Estimates

- Do survey and design with CMCs and Site management committees in new displacement sites as appropriate.

- Prepare assessment forms and orient Shelter Supervisors to conduct assessment of infrastructures' repair and maintenance in consultation with CCCM or project staff, VDCs, SMCs, CMCs and cooperation of Community Facilitators and Incentive Workers where available.
- Coordinate survey and design with project staff, consortium partner staff, Government authorities, and other humanitarian & development agencies in the camps and outside.
- Prepare bill of quantity (BOQ) with full specifications and estimate referring approved BOQs.
- Submit survey, design, BOQs and estimate documents to the Consortium Coordinator and Area Coordinator for approval.

Participation in procurement

- Be one of the members on construction related procurement committee.
- Assist procurement/logistics staff to prepare required tender/quotation documents compliance with LWF Procurement Policy and funding partner policies.

Construction

- Prepare procedures to be followed for each construction activities including participation of stakeholders so that project staff is able to explain the same to the concerned stakeholders.
- With the vulnerable communities, VDCs, IDPs, CMCs, SMCs, do layout of the construction work.
- Ensure proper orientation and equal participation of men and women in Cash for Works (CfW)
- Ensure community complaints and feedbacks are well discussed/ incorporated in the project cycle.
- With the vulnerable communities, VDCs, IDPs, CMCs, conduct quality verification of the construction materials.
- For quality assurance, conduct regular supervision of the construction works and advise LWF staff, contractor, vulnerable communities, VDCs, IDPs, and CMCs accordingly.
- Orient Assistant Engineer, Construction Supervisors and project staffs on engaging VDCs, SMCs, CMCs, incentive workers/facilitators and communities to monitor construction works.
- Prepare running bills, inform vulnerable communities, VDCs, IDPs, SMCs, CMCs and submit to the Finance unit for payment.
- Prepare final technical report, as appropriate inform vulnerable communities, VDCs, IDPs, SMCs, CMCs and submit to the Project Coordinator and respective unit head.
- Prepare final bills for payment/advance settlement and submit to Finance unit for payment.
- Prepare document for "public audit" to be conducted by project staff responsible for village and IDP camps.

Training

- Train Assistant Engineer, Construction Supervisors, Incentive Workers/Facilitators, and communities so that they increase knowledge on civil works principles and CfW norms and procedures.
- Where appropriate coach Construction Supervisors to prepare BOQs.
- Coach skilled laborers and Construction Supervisors on efficient construction skills.

Record Keeping

- Maintain hard copy central filing of all infrastructure related documents to ensure easy access to all.
- Maintain softcopy of all infrastructure documents and share with Project Coordinator on weekly basis.

Supervision

- Supervise LWF Assistant Engineers and construction supervisors.
- Be primary responsible for quality of all infrastructure works.

Government liaison, Cluster meetings and other coordination/linkages

- Attend regular meetings of Shelter and WASH sectors/clusters as required.
- Liaise with respective Government departments (Education, DDM, District Administration, Township Administration, Land Office, State Government & others) for infrastructure related issues.
- Liaise with UN/INGOs and other donors for infrastructure related issues.
- When requested assist Consortium Coordinator and Area Coordinator for continuous good working relationships with Sittwe Department of Disaster Management (DDM), Rakhine State Government Coordination Committee and related state level government counterparts.
- Strong linkages with technical staff of consortium partners

Others

- Any other duties that may be assigned by the supervisor or his/her designate.

Supervisory role: This is senior level position and member of project management team at Sittwe. This position will supervise Assistant Engineers and Construction Supervisors.

Qualifications and Experience:

- Relevant Bachelor Degree (Bachelor of Engineering in Civil or B.Tech Civil or related)
- Minimum Two years' experience in civil works design, estimation, supervision, preparing technical report and bills possibly in NGOs sectors

Other qualities:

- Ability to speak read and write in English
- Computer skills – MS Office, Excel and AutoCad preferable.

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: 16th June 2022; 5:00 pm (MMT)