



## The Lutheran World Federation Myanmar Program

### JOB Announcement

<b>Position title:</b>	<b>Construction Supervisor</b>
<b>Responsibility level:</b>	<b>Grade 3</b>
<b>Report to:</b>	<b>Civil Engineer</b>
<b>Duty station:</b>	<b>Sittwe, Rakhine State</b>
<b>No of Persons:</b>	<b>1</b>

### **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 Construction Supervisor is to carry out construction of shelter and site improvements of other communal facilities in LWF-managed camps and new displacement sites of Sittwe, and Pauktaw Townships of Rakhine State under Multisectoral Consortium Humanitarian Project in Rakhine.

This position is responsible to provide on-site technical support to IDPs and newly displaced people in their infrastructure development works (both shelters and site improvements) in line with agreed guideline and project implementation approaches. Construction Supervisor will be supervised by Civil Engineer and work closely with the communities to ensure quality and effectiveness of infrastructure improvement works in the targeted locations.

## **Major Responsibilities:**

The Construction Supervisor will be part of the LWF Sittwe Project Office and shall be required to visit designated camps and new displacement sites regularly and shall be directly responsible for the following among other things:

1. Working closely with the Sittwe-based Assistant Engineer, Camp Management Committees (CMCs), Site Management Committees (SMCs), and Incentive workers/facilitators to determine the shelters that need reconstructions.
2. Oversee construction, coach skilled workers, guide contractors, guide CMC, SMCs, and verify quantity and quality of work.
3. Provide good orientation on Cash for Works (CfW) activities, norms and inclusive participation of men and women including person with disabilities.
4. Inform community about construction works, collect their feedbacks and incorporate into project cycle in coordination with Civil Engineer.
5. Supervising all construction and site improvement works, and ensuring that quality of work done is acceptable, timely and consistent with humanitarian standards
6. Ensure proper distribution of cash under CfW activities in line with agreed norms and targets
7. Documentation of all works done, including photos of the structures before and after any repairs, the total actual cost of works done, completion date, acknowledgement by CMC etc. This will typically be a "certificate of completion" for each works carried out
8. Maintain a log of all repair and maintenance works carried out in the camps managed by LWF.
9. Attend monthly CMC and SMC meetings at camp and displacement site level so as to address any shelter and site improvements-related concerns in the meetings.
10. Build the capacity of CMCs, SMCs and camp residents as a whole in proper maintenance practices.
11. Prepare and submit a monthly report to the Civil Engineer, detailing all construction assessments, nature of construction works carried out, meetings attended, number of households benefiting from the repairs and maintenance on a monthly basis

The Construction Supervisor shall report to the Civil Engineer as the line supervisor in the performance of his/her duties and responsibilities, but will work with Engineer for all technical matters, which shall include the following:

## **Professional Qualifications**

1. Grade-XI (10 Standard) passed, work as carpenter or masonry more than 5 years and know how to calculate the estimate.
2. At least one year experience in constructing, who has THS certificate or EGTI or AGTI Civil or Diploma in Construction-related course from Government Technical Institute (GTI)

## **Relevant Experience and skills**

1. Basic English (written and spoken)
2. Skills and experience in managing and motivating laborers at a construction site.
3. Experience working in a humanitarian context, with displaced communities
4. Possession of negotiation and facilitation skills and experience working in forced migration settings.
5. Familiarity with Myanmar National Construction Standards in Construction
6. Knowledge of local culture and language will be an added advantage.
7. Knowledge of Budgeting and budget controls

8. Preparation of BoQs and Construction estimate
9. Good report-writing skills

### **Personal Attributes**

1. High level of integrity, commitment and professional responsibility.
2. Strong inter-personal and team building skills.
3. Ability to tolerate cultural, educational and religious diversity in the work place.
4. Excellent communication, organization and presentation skills.
5. Willingness to work in the IDP camps, new displacement sites, host community and nearby villages and to live in different working areas in Rakhine State.

---

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](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: 24<sup>th</sup> June 2022; 5:00 pm (MMT)**