



**The Lutheran World Federation
Myanmar Program**

JOB Announcement

Position title: Assistant Training Officer
Responsibility level: Grade 4
Report to: Project Officer
Duty station: Sittwe and Pauk Taw
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 Assistant Project/Training Officer (APO) will assist Project Officer to implement of the project activities funded by CA-IA especially rights-based women empowerment, livelihood and peace building activities including cross cutting themes such as DRR, Gender, Protection and Local capacity building in the project areas of the Rakhine State in partnership with local implementing partners. The APTO is based in LWF Sittwe Field Office, but is required to undertake periodic visits to all project sites. The APTO will report to the Project Officer. The specific responsibilities of the APTO include:

Major Responsibilities

Areas of Responsibilities	Performance Expectations
<p>Planning, Monitoring, Implementation and Evaluation</p>	<ul style="list-style-type: none"> • Prepare partner wise annual work plan and budgets, activities implementation guidelines and monthly work plan. • Orient on project plan and implementation procedure to local partner staffs and their executive committees responsible for the project. • Collect field level data related women empowerment, livelihood, peace building and local groups capacity building activities. • Ensure application of rights-based empowerment process and tools in project implementation, M&E and reporting including advocacy at local levels.

	<ul style="list-style-type: none"> • Undertakes regular visits to all project areas and submit report on the status. • Implement and administer of the project activities related to women empowerment, livelihood and peace building activities in accordance with LWF policies and procedures. • Assist Project Officer to implement activities including cross cutting activities related to Protection, Gender, Environment and DRR in targeted IDP camps and host communities. • Assist Project Officer to organize or facilitate conducting international days with local NGOs and Government stakeholders. • Assist Project Officer to organize and facilitate project level training and workshops. • Keep track of needs and arrange for timely delivery of materials of the project. •
Training Need Assessment, Training Design and Facilitation	<ul style="list-style-type: none"> • Identify training needs of beneficiaries groups and local implementing partners to build their capacities in Women Empowerment, Rights-based approach and tools, livelihoods, peace building, gender inclusive community, advocacy skills and leadership development. • Develop training materials and conduct regular training sessions as planned in the project work plan targeting implementing partner staffs and community group leaders. • Build capacity of local partner's staffs and community empowerment facilitators to work in right based approach. •
Financial, administrative and logistics management	<ul style="list-style-type: none"> • Assist Project Officer and local implementing partners to ensure all activity expenses are in line with the approved budget, norms and LWF policies. • Conduct monthly financial monitoring and ensure monthly reporting from the implementing partners. • Work closely with finance and admin staff to ensure they have the information needed to support the project and keep it running smoothly. • Assist Project Officer and local implementing partners to ensure that all items/materials procured are of high quality to meet the necessary standard of program.
IEC materials, Communication and Reporting	<ul style="list-style-type: none"> • Assist Project Officer and local implementing partners to prepare and distribute IEC materials in project areas. • Assist Project Officer and local implementing partners to conduct negotiations and maintains correspondence as necessary for the operation of the project at Township level. • Facilitate local partners to submit activity reports, monthly reports • Prepare monthly progress reports consolidating the project performance reports submitted by two local implementing partners and submit to PO.
NGO Coordination, Capacity Building and Public Relation	<ul style="list-style-type: none"> • Coordinate with govt and local NGOs in absence of Project Officer or as required. • Conduct training to the members of social groups and staffs of local NGOs. • Assist Project Officer to identify and where appropriate collaborate with village/community leaders, NGOs, CBOs and other social groups at village/township levels. • Represent LWF in meetings as called upon at village/township levels.

Level of Responsibility & Authority:

This is a Sittwe based mid-level position with responsibility for the multi-sector and rights-based empowerment project activities and will assist Project Officer to implement livelihood promotion and community empowerment activities in both IDP camps and host communities.

Job Requirements

1. Technical skills & Experiences:

- Formal qualifications: Bachelor Degree in social science or development studies.
- Two years of related experiences in humanitarian or development field especially in livelihood projects.
- Strong team building skills.
- Willingness to learn and travel to remote areas.
- Fluent spoken and written English language skills and computer literacy.

2. Desirable qualifications:

- Familiarity with the host villages and IDP camps set up or is willing to learn.
- Experience with right based empowerment project and partner management
- Willingness to live and frequently travel in camps and villages in Rakhine State.
- Cultural sensitivity, team spirit and a can-do attitude of service.
- Understanding of Conflict Sensitivity” and “Do No Harm” principles.
- 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 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: 24th June 2022; 5:00 pm (MMT)