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The Lutheran World Federation Myanmar Program

JOB Announcement

Position title: Camp Coordination and Camp Management Officer (CCCMO)
Responsibility level: Grade 5
Report to: CCCM Coordinator
Duty station: Sittwe, Rakhine
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:

LWF commenced its humanitarian assistance to Internally Displaced People (IDP) of the Rakhaine State from 2013. Since then, it is extending its supports to people of Rakhaine through humanitarian and development projects. LWF Sittwe Office is a field office of LWF Myanmar with an opus of diverse aptitude of staffs as well as nature and stage of projects. Apparently, it is expected that the knowledge, virtue and skill of each staff will enrich the organizational learning environment and benefit individual staff as well as organization.

The role of the Camp Coordination and Camp Management (CCCM Officer) is entrusted with the responsibility is to lead CCCM team to achieve objectives of project on "Protection and support to communities affected by displacement in central Rakhine State" supported by UNHCR. The CCCMO is expected to ensure LWF Myanmar's consistency and coherence in his/her works, and promotes institutional learning and synergy. The CCCMO shall perform his/her duties under the guidance of the CCCMC as well as agreed cluster/group ToR/SoP. The CCCMO shall visit frequently to the camps to enhance capacity of focal persons and monitor the camp level activities.

Major Responsibilities

Areas of Responsibilities	Performance Expectations
Project sector leadership and management	<ul style="list-style-type: none"> Be familiar with LWF Myanmar Country Strategy, policy and guidelines.

	<ul style="list-style-type: none"> • Understand humanitarian principles and apply in practice. • Participate in Project Management Team meeting and constructive feedback to improve team work. • Ensure that the HAP, CHS/Sphere and other international standards to be adequately addressed in “LWF Myanmar Accountability Framework”. • Internalize PPA with UNHCR and responsible to ensure quality implementation of the project. • Represent in cluster and sub cluster forum as well as government mechanism in consultation with CCCMC. • Responsible for LWF Sittwe to implement CCCM cluster Framework and provide inputs for the development and review of relevant LWF policies and Guidelines • Assist to CCCMC to develop strategy/approach in project cycle. • Facilitate the team as assigned by CCCM Coordinator.
Information Management and Communication	<ul style="list-style-type: none"> • Maintain all the records and information in folder. • Mobilize ACCCMO to ensure the household and population data collection process in line with cluster harmonized tools in the camp with support from DMA. • Collect, verify and update NFI needs and distribution in the LWF managed camps. • Collect information regarding services in the camp and contribute to submit Site profile to the cluster system and circulate internally and externally in consultation with CCCMC. • Aware to ACCCMO to be vigilant to monitor the camp situation, events, incidents and submit the information. • Collect information regarding camp closure and guide to CCCM Focal person to facilitate camp closure process formally or informally as suggested by CCCMC. • Create/design forms and tools by applying advanced technology, consult with team, pretest and apply as per needs. • Promote/maintain effective communication with team, inter team and community.
Planning, Monitoring, Reporting, Reflection and Learning	<ul style="list-style-type: none"> • Understand and internalize Project Partnership Agreement with UNHCR. • Collect the needs and gaps of the camps and summarize to submit CCCMC. • Contribute to prepare annual and revise plan based on ground needs and changed needs. • Prepare monthly activity plan with team in line with approved workplan and provide Liaison and Communication Officer for further TA process. • Conduct the team meeting and maintain minutes and share. • Orient ACCCMO regarding project activities and implementation process and backstop them as required. • Visit the field (camps and new displacement sites) frequently and monitor the output as mentioned in PPA by using agreed tools. • Ensure implementation of the activities based on approved plan, budget and agreed process. • Mentor, mobilize and monitor (quality and quantitative achievement) ACCCMO based on the planned activities and submit the performance report. • Collect the report from camp focal person prepare monthly, periodic and annual performance report with representative photos and case story and submit to CCCMC. • Perform any other duties as assigned by the Supervisor.
Capacity Development of Staff and camp-based workers	<ul style="list-style-type: none"> • Identify training needs based on PPA requirement and staff capacity, develop concept and training package and guide to team to conduct training in field.

	<ul style="list-style-type: none"> Facilitate sessions on CCCM Key modules to staffs from service providers as agreed in CCCM cluster. Organize the training to staffs under UNHCR projects. Collect and disseminate relevant resource materials to staffs. Ensures that new staffs are provided with a thorough orientation on the CCCM. Ensure gender-sensitive with the goal of gender balance within the staff, both in terms of numbers and levels of responsibility and ensuring that the skills of staff are developed and utilized to the fullest extent possible for the furtherance of the program. Engage to advance the recruitment process and documentation under HR management for compliance at the camp level.
Coordination & Public Relationship through networking	<ul style="list-style-type: none"> Update Stakeholder matrix and share with concerned stakeholders. Establish relation with CCCM focal person of CMAs, share and learn regarding CCCM. Work closely with other sector of LWF to enhance CCCM and Gender Mainstreaming in organization. Liaise with concerned Government Departments and service providers to enhance relation, coordination and advocacy. Engage to enhance referral and response system through coordination and advocacy. Assist to host the visitors by organizing the stakeholders and interpretation as needed. Prepare letter and invite concerned stakeholders in advance (Agency focal person, government focal person and camp level) as guided by IAC ToR.
Financial, procurement and administrative management	<ul style="list-style-type: none"> Prepare cash forecast in line with planned activities and budget and submit to Finance in time. Ensures all expenses in line with the approved budget and takes necessary and timely actions on any under and over expenses as per PPA and/or LWF financial management. Prepare procurement plan, Material/service request of the sector and provide to Procurement section. Works closely with procurement, finance and admin staff to ensure they have the information needed to support CCCM/CRM work and keep it running smoothly. Ensure proper documentation (distribution list) of distributed materials and maintain a summary sheet with received and balance. Assist to lead NFI kits distribution management and emergency response in camps

Level of Responsibility & Authority:

This is a Sittwe based management level position with responsibility for the multi-sector project activities of the Rakhine based project and direct supervisory responsibility for the project staffs. The PO works closely with the team and is one of the members of the Project Management Team in Sittwe. This position is classified at Grade 5 of the LWF Myanmar Program pay scale.

Job Requirements

1. Technical skills & Experiences:

- Formal qualifications: Bachelor Degree in social science or development studies.
- Four years of related experiences in humanitarian or development field (if possible, with refugee or IDP camps).
- Strong participatory leadership, management and interpersonal skills.

- Demonstrated leadership, camp management and peace keeping program development abilities and strategic thinking.
- 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:

- 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.
- Familiarity with the host villages and IDP camps set up or is willing to learn.
- Experience and familiarity with humanitarian and development projects
- 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)