



THE
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member of **actalliance**

The Lutheran World Federation Myanmar Program

JOB Announcement

Position title: Assistant Engineer
Responsibility level: Grade 4
Report to: Civil Engineer
Duty station: Sittwe, Rakhine State
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 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 peacebuilding efforts.

Job summary

LWF commenced its humanitarian assistance to Internally Displaced People (IDP) of the Rakhine State from 2013. Since then, it is extending its supports to people of Rakhine through humanitarian, development and advocacy projects. LWF Sittwe Office is a field office of LWF Myanmar with composition of diverse aptitude of staffs. 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 Assistant Engineer (AE) is entrusted with the responsibility is to assess the possible project sites, community infrastructures in host and neighboring villages and produce status report as guided by Civil Engineer. S/he will be guided by humanitarian principles and international standards as well as national norms. S/he is responsible to contribute to achieve anticipated results of the project. The AE shall perform his/her duties under the guidance of the Civil Engineer and projects. The AE shall visit frequently to the assigned sites to enhance capacity of local community, Site Management Committee and monitor the site level activities.

Main responsibilities

Major Responsibilities	Performance Expectations
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Project sector leadership and management	<ul style="list-style-type: none"> • Be familiar with LWF Myanmar Country Strategy, policies and guidelines. • Familiarize him/her with and work in accordance with the right based empowerment approach of The Lutheran World Federation • Understand humanitarian principles and apply in practice. • Ensure that the HAP, CHS, Sphere, IASC and other international standards to be adequately addressed in “LWF Myanmar Accountability Framework”. • Familiarize with Cluster tools, norms and guidelines and ensure in practice. • Responsible for LWF Myanmar Accountability Framework implementation and provide inputs for the development and review of relevant LWF policies and Guidelines.
Assess, Consult with community, Design, BOQ and Estimates	<ul style="list-style-type: none"> • Collect and listen community needs from observation, complaint and feedback, community meeting notes, and request letter. • Consult with community, assess the requirements/needs, feasibility and community concerns. • Refer international and national standards, norms and cluster policies in consultation with Civil Engineer. • Coordinate with Government authorities, and humanitarian & development agencies in the camps and outside. • Assess/survey and prepare design, drawing, BoQ and estimates. • Prepare bill of quantity (BOQ) with full specifications and estimate. • Submit survey, design, BOQ and estimate documents to the Civil Engineer/Project Leader.
Communication, implementation, monitoring and payment	<ul style="list-style-type: none"> • Ensure communication with community regarding construction and repair projects with Civil Engineer and Project Officer. • In consultation with Civil Engineer/Project Officer, conduct orientation to representatives of community regarding design and specification and advise to monitor and complaint if standard is not met. • Visit field to implement and monitor the construction projects in assigned sites. • As guided by CE, for quality assurance, conduct regular supervision of the construction sites, inspect quality of materials, etc. • Based on contract agreement, if the progress is as anticipated level, measure progress report and prepare payment bills and submit to Civil Engineer. • As guided by CE, prepare document for “public audit” to be conducted by project officers responsible for the project.
Capacity Development of Staff and camp-based workers	<ul style="list-style-type: none"> • Develop orientation package to contractor and field based construction supervisor as well as local community construction committee in consultation with CE. • Conduct orientation to relevant people as planned with project team. • Coordinate/Coach/orient all staff to understand project planning, monitoring, design, estimate, specification and other basic development and protection packages. • Maintain record of training/workshop and submit to supervisor.
Networking and Coordination	<ul style="list-style-type: none"> • Enhance relation with shelter and camp infrastructures actors and coordinate with them.

	<ul style="list-style-type: none"> • Work closely with other sector of LWF to enhance Protection and Gender Mainstreaming in organization. • Liaise with concerned Government Department to enhance relation, coordination and accountability.
Financial, procurement and administrative management	<ul style="list-style-type: none"> • Ensures all expenses of the structures in line with the approved budget and take necessary and timely action on any under and over expenses as per the guidance of Civil Engineer. • Works closely with procurement, finance, logistic and admin staff to ensure they have the information needed to support Protection and CS work and keep it running smoothly. • Ensure proper documentation (distribution/handover list) of distributed/constructed materials/structures and maintain a summary sheet. • Ensure visibility of donors as per visibility guideline. • Prepare required documents for tender/quotation as guided by CE. • Carry out any other tasks or duties as required or as assigned by the Civil Engineer/Project Officer.

Qualifications and Experience: The Assistant Engineer shall have,

- AGTI, B-Tech or BE (Civil).
- Two-years experiences in civil works design, estimation, supervision, preparing technical report and bills
- Believes in respect for all.
- Commitment to work and live-in remote villages
- Eagerness to work with people
- Desire to learn from the people and teach them.
- Ability to speak, read and write in English.
- Computer skills – AutoCad, MS Office and Excel

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: 10 October 2021; 5:00 pm