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The Lutheran World Federation Myanmar Program

JOB Announcement

Position title: Empowerment and Livelihood Coordinator
Responsibility level: Grade 6
Report to: Area Coordinator
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

The Empowerment and Livelihood Coordinator shall be one of the senior member of Project Management Team at Sittwe responsible to manage DKH/BftW/BMZ funded HOPE project focusing to implement right based community empowerment, improve livelihood and increase community resilience. He/She shall assist the Project Coordinator in planning, implementation, monitoring and reporting of project activities and in coordination, networking and collaboration with Government line departments, INGOs, CSOs and private sector.

The Empowerment and Livelihood Coordinator, Sittwe shall have the following roles and duties:

Main responsibilities

Major Responsibilities	Performance Expectations
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General	<ul style="list-style-type: none"> • Familiarize him/her with and work in accordance with the mission, vision, over all goals, objectives, policies and guidelines of LWF. • Familiarize with Core Humanitarian Standards and SPHERE standards • Familiarize with Project Document and Internalize Log-Frame and its anticipated results. • Familiarize with Government policies and procedures in responding humanitarian needs of IDPs.
Project Management	<ul style="list-style-type: none"> • Prepare project implementation guideline. • Organise project orientation to staffs, community and stakeholders. • Prepare necessary tools and guidelines on right based empowerments and sustainable livelihoods. • Assist the Project Coordinator, Empowerment and Livelihood Officers to develop and supervise project level annual work plans. • Monitor staffs work against plans and objectives to ensure effectiveness, efficiency, relevance and impact. • Take part in periodic review of the project as scheduled. • Prepare project reports for monthly, quarterly and annually and send to Project Coordinator.
Program Development and Planning	<ul style="list-style-type: none"> • Lead in work plan and project budget revision process. • Prepare necessary tools, guidelines and formats on right based empowerments and sustainable livelihoods. • Provide inputs for formulation of new activities and projects. • Assist Project Coordinator in monthly and annual planning process and also in drafting new proposals.
Implementation	<ul style="list-style-type: none"> • Assist to prepare for training curriculum/schedule on Right Based Approach, Livelihoods and vocational skills Concepts. • Negotiate with external resource persons/trainers and submit to the Project Coordinator for consideration • Facilitate to establish and strengthen collaboration and partnership with Township and State level government stakeholders (SED, TEO, DSW, DDM, TAO etc). • Represent LWF at TVET, CWG and other relevant State level Meetings.
Monitoring and Reporting	<ul style="list-style-type: none"> • Monitor the progress of project activities in field with the coordination of field PME/empowerment/livelihood officers. • Provide reports/feedback to Project Coordinator and other field staffs with findings from field activities related to empowerment and livelihood status of communities to take appropriate action in future • Share and disseminate the information or reports related with business development, land law situation and vocational opportunities. • Plan regular monitoring trips to project villages/camps in coordination with field officers to provide livelihood and empowerment support to field staffs/CEF. • Prepare Six-Month Performance and Annual Performance Reports and submit to supervisor.
Staff Development	<ul style="list-style-type: none"> • Ensure that all staff are well versed with Empowerment and Livelihoods concepts • Ensure to continue building the livelihood skills of all staff. • Ensure that all project staff are capable in their job responsibility and arrange training, coaching, self-learning.

	<ul style="list-style-type: none"> • Conduct regular right based empowerment and livelihood coaching to enhance facilitation skills of CEF and other livelihood field staff during field visits. • Facilitate relevant training sessions designed for staff development and collective training for VDCs and Groups • Provide the useful information related with livelihoods/vocational trainings opportunities by linking with vocational training centers/institutes/ private sectors to field livelihood officers, CEFs and communities
Others	<ul style="list-style-type: none"> • Assist the Project Coordinator in planning, implementation, and monitoring and staff development. • Perform any other duties as may be assigned by the Supervisor as and when needed.

Level of Responsibility & Authority

This position is Grade-6 and has to supervise project officers in Sittwe. This position is also member of LWF Sittwe Management Team. This position is responsible to develop project implementation guideline, training tools and curriculum for empowerment and livelihood activities in coordination with project officers.

Qualifications and Experience

- University degree in Business, Agriculture, and development or a related field.
- Minimum Six years relevant experience in right based community empowerment and livelihoods.
- Demonstrated management skills including staff management.
- Ability to speak read and write in English.
- Conceptual clarity on recent community development trends
- Computer skills – MS Office, Excel, Power point.

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: 19 October 2021; 5:00 pm (MMT)