



The Lutheran World Federation Myanmar Program

JOB Announcement

Position title:	Protection Assistant
Responsibility level:	Grade 3
Report to:	Protection Officer
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 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 Protection Assistant (PA) is entrusted with the responsibility to understand essence of protection and community empowerment towards self-reliance in the assigned sites. The PCSA shall perform his/her duties to implement **“Protection and support to communities affected by displacement in central Rakhine State”** project within the framework of Project Partnership Agreement between LWF and UNHCR. The PA is expected to ensure LWF Myanmar's consistency and coherence in his/her works and promotes institutional learning and synergy. S/he is directly responsible with PO. The PCSA is assigned to the camps/sites as PCS focal person.

Main responsibilities

Major Responsibilities	Performance Expectations
Project sector leadership and management to ensure smooth day to day implementation and operations.	<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 The Lutheran World Federation. Familiarize with Core Humanitarian Standards, global protection and co and IASC guidelines. Fulfills any other responsibilities as assigned by the PO. Represent LWF in stakeholder meetings as assigned by PO. Be responsible for overall complaint response system in the assigned sites.
Data collection, verification and database of PSN of LWF designated camps.	<ul style="list-style-type: none"> Collect PSN data in the displacement sites. Collect and verify PSN data by using Washington Group criteria through kobo toolkit, work closely with AIMO. Update the data as suggested by PO. Assist PO to submit the information to prepare site profile in agreed format.
Project planning, monitoring and reporting.	<ul style="list-style-type: none"> Understand issues and concerns displaced people. Reform SMC as suggested with PO and prepare profile. Prepare monthly plan in line with approved plan in consultation with PO. Implement the sites/camp level activities as planned to achieve output. Facilitate and capacitate SMC to conduct meeting and maintain minute. Promote and strengthen community-based protection. Promote and strengthen communication with community. Carry out any other task related to project assigned by your supervisor.
Human resource development and management	<ul style="list-style-type: none"> Contributes to develop sites level training and meeting package to PO Understand the training and facilitate the training in the assigned sites. Form community group and enhance their capacity. Mentor, monitor, mobilize and appraises site leaders and group leaders. Collect time sheet, verify and recommend to pay incentives.
Financial, procurement and administrative management	<ul style="list-style-type: none"> S/he shall be responsible to ensure all expenses in respective camp are in line with the approved budget and takes necessary and timely actions in consultation with PCS Officer on any under and over expenses as per the LWF financial management. Assist PO to prepare material request, take advance, implement actively and settled advance in time. Aware on HR Personnel Policy and Submit Time Sheet in time to HR personnel.
Public relations with concerned stakeholders	<ul style="list-style-type: none"> Prepare stakeholder matrix with focal person and contact address. Establish linkage and strengthen cooperation with relevant stakeholders (community, civil society organization and government). Hosts visitors to the project sight in a respectful and professional manner. Establish relation with village administrator, community leaders, government focal person and Township Administration Office.

Level of Responsibility and Authority

This position is classified at Grade 3 in the LWF Myanmar grading system.

Qualifications and Experience

- Bachelor's degree in any discipline or Proficiency Certificate with 3 years' experience.
- Excellent command of English and Myanmar language
- Excellent on rapport building, information collection and analyzing skills and questioning and investigation interest.
- Good knowledge on governance, accountability and complaint and feedback.

Competencies

- Strong interpersonal communication and facilitation skills, both oral and written
- Previous work and a sound understanding of displacement sites.
- Ability to defend and explain difficult and complex issues to a diverse range of stakeholders
- Ability to establish, good working relationship with diverse stakeholders
- Sensitivity to culture, gender and local environment
- Willingness to undertake regular field visits in LWF Project Areas.

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: 1 November 2021; 5:00 pm (MMT)