



The Lutheran World Federation Myanmar Program

JOB Announcement

Position title:	Assistant Information Management Officer
Responsibility level:	Grade 4
Report to:	CCCM 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 Assistant Information Management Officer (AIMO) is entrusted with the responsibility to understand essence of Data and information, data entry, verification, analysis, create data base and information management for the project. The AIMO shall perform his/her duties to implement **"Protection and support to communities affected by displacement in central Rakhine State"** project within the framework of agreement with UNHCR and LWF and related policies. The AIMO 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 to CCCMO and close working relation with Camp Focal and co-workers. The AIMO is based in Sittwe but is required to undertake frequent visit in the IDP camps and New Displacement Sites as suggested by CCCMO or designated staff by him/her.

Main responsibilities

Major Responsibilities	Performance Expectations
Project sector leadership and management to ensure accuracy of information.	<ul style="list-style-type: none"> • Understand data and information and its importance and confidentiality. • Understand data and information collection tools and process and improve as agreed in team and cluster. • Strengthen Information Management system. • Understand LWF policy and guideline regarding information and communication and facilitate to team.
Planning, implementation and monitoring - Enumeration and information management	<ul style="list-style-type: none"> • Understand CCCM/Shelter/NFI cluster's data collection form and information management system. • Understand people of specific needs (PSN) and PSN information management system. • Design necessary data collection forms, ensuring that the purpose and use of data collected is clear and that questions are simple, clear and collectable. • Prepare data and information management plan. • Conduct Orientation to camp focal and camp-based facilitators on data collection forms and tools and monitor in close consultation with camp focal. • Conduct and collect household and population enumeration • Conduct and collect People of Specific Needs (PSN) enumeration. • Monitor the data collection process while conducting the enumeration. • Download, clear, compile and analyze the data and produce an information report. • Prepare the needed information tools for NFI distribution to minimize the duplication, corruption and missed information. • Identify appropriate secondary data and information resources
Data collect, verification, clear, compile and prepare analytical report	<ul style="list-style-type: none"> • Organize and manage data input from data collection forms and conduct initial analysis of the data. • Enter data accurately and in a timely manner for all programs database and ensure all data entering and monitoring formats are duly completed from field staff and program officers. • Proactively gather information from relevant cluster partners, UN agencies and other organizations which may be of use to the employing agency or cluster for informing decisions. • Based on the data collected, conduct needs and gap identification for the relevant sector. • Perform advisory and technical assignments in the use of Geographic Information Systems (GIS). • Locate GIS datasets and/or GIS contacts from various agencies, countries, cities and explicit districts. • Organize and maintain GIS data in accordance with the relevant agency data management protocols. • Update 4W matrix with information and data from the relevant sector. • To collect and verify the OAT (Operational Access Tracker) report monthly and quarterly from respective sector and submit to CSL (Communication and Stakeholder Liaison) officer.

	<ul style="list-style-type: none"> • Update site monitoring information as CCCM/Shelter/NFI cluster suggested in consultation with CCCMC. • Provide information management services to support population data management activities including population estimation, information flows from established systems, movement tracking, standard setting/promotion and dissemination.
Coordination and information sharing	<ul style="list-style-type: none"> • Establish linkage and functional relation with Information management personnel from UNHCR and other CMAs. • Participate in Cluster and inter-cluster meetings representing the deploying organization and provide the necessary support in presenting the relevant data and information. • Follow strictly the data sharing protocol and share the data and information in consultation with CCCMO.
Documentation/Information management	<ul style="list-style-type: none"> • Maintain folder and files in systematic method. • Ensure access to information to team members. • Ensure confidentiality of information. Please lock the information sheet and maintain code carefully.
Financial, administrative and logistics management	<ul style="list-style-type: none"> • Ensure all expenses of programs under each budget lines at Sittwe and local implementing partners are in line with the approved budget and set norms. • Necessary actions are timely taken for any under and over expenses as per the guidance of donor partner and/or LWF financial management. • Work closely with finance and admin staff to ensure they have the information needed to support the project activities and keep it running smoothly. • Ensure that all items/materials regarding data collection and information management are well maintained and recorded properly. • Collect distribution list of the items immediate after distribution in given format and submit to finance/logistic with maintain a copy with project file. • Carry out any other tasks or duties as required or as assigned by the Project Coordinator or his/her designate.

Level of Responsibility & Authority

This is a Sittwe based level position with responsibility for the multi-sector information management activities of the Rakhine based projects with direct engagement responsibility. The AIMO works closely with the team. This position is classified at Grade 4 of the LWF Myanmar Program pay scale.

Job Requirements

Technical skills & Experiences

- Formal qualifications: Bachelor Degree in social science or development studies.
- At least two years of related experiences in humanitarian or development field (if possible, with refugee or IDP camps).
- Strong participatory leadership, management and interpersonal skills.
- Strong team building skills.
- Willingness to learn and travel to remote areas.
- Fluent spoken and written English language skills and computer literacy.

Desirable qualifications

- The person should be able to work in collaboration with other I/N/GOs.
- Experience and familiarity with humanitarian work and information 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: 1 November 2021; 5:00 pm (MMT)