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The Lutheran World Federation Myanmar Program

JOB Announcement

Position title: Community Mobilizer
Responsibility level: Grade 3
Report to: GBV 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 composition 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 Community Mobilizer will assist GBV Officer on managing GBV-related activities in the Women and Girls Center, and supervise activities in the center, psychosocial support and case management to women and girls who are survivors or at risk of gender-based violence (GBV). The Community Mobilizer works closely, coordinates, and monitors all protection activities in the Women and Girls Center and ensures women and girls who are survivors of GBV receive quality services.

The Community Mobilizer is based in LWF Sittwe Field Office but is required to undertake periodic visits to all villages, host communities, IDP camps of Sittwe and Pauktaw Townships of the State. The Community Mobilizer will report to the GBV Officer.

Main responsibilities

Major Responsibilities	Performance Expectations
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<p>Project sector leadership and management to ensure smooth day to day implementation and operations.</p>	<ul style="list-style-type: none"> • Conduct awareness raising relating with GBV to the caseworkers and center staff. • Be responsible for overall complaint response system in the assigned sites. • Oversee and ensure proper use of the referral pathway in the provision of case management services. • Oversee response activities going in the women and girls' centers and provide technical support as needed. • Participates in the development of GBV tools and resources, information materials, and PSS activities women and girls in target communities, and supports their implementation. • Fulfills any other responsibilities as assigned by the GBV Officer.
<p>Project planning, monitoring and reporting.</p>	<ul style="list-style-type: none"> • Advocate on behalf of clients with GBV service providers and other organizations to ensure effective referrals and increased access to services for clients in accordance with their wishes. • Assist the setting up and the maintaining of client files, including ensuring that all required documentation in each case file is completed in a timely manner and according to GBV guiding principles and standards. • Review documentation prepared by case workers and center staff. • Prepare psychosocial support activities in coordination with center staff • Oversee and implement community outreach • Analyze the information about GBV incidents and clients accessing the services and make recommendations to improve service delivery. • Ensures completion of incident report, monthly reports, event report, post monitoring report, activity completion report and any other reports are of good quality, accurate, representative, and timely.
<p>Human resource development and management</p>	<ul style="list-style-type: none"> • Support capacity building and coordination activities, including by delivering training sessions to staff on case management principles, Psychosocial support (PSS), GBV core concepts and guiding principles, etc. • Recommend, develop, and implement capacity building/development plan for program staff based on documented capacity needs assessment • Mentor, monitor and appraises the work of center workers and case workers.
<p>Financial and administrative management</p>	<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 Gender and Protection Coordinator on any under and over expenses as per the LWF financial management. • Complies with HR Personnel Policy and Submit Time Sheet in time to HR personnel. • Follow LWF financial policy and settle advance on time.
<p>Procurement, logistics and property management</p>	<ul style="list-style-type: none"> • S/he is also responsible for producing a timely requisition forms with proper specification for maintaining quality procurement. • Ensures any LWF Myanmar property is used for the benefit of organization and the people served.
<p>Public relations with concerned stakeholders</p>	<ul style="list-style-type: none"> • Prepare camp-based stakeholder matrix with contact of focal person.

	<ul style="list-style-type: none"> • Establish linkage and strengthen cooperation with relevant stakeholders (community, civil society organization and government). • Represents LWF in coordination meetings as called upon and assigned. • Hosts visitors to the project sight in a respectful and professional manner. • Establish relation with government focal person and Township Administration Office.
Others	<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 guidelines, GBV minimum standards and IASC guidelines. • Be aware about project document. • Be free from party political influence. • Fulfills any other responsibilities as may be assigned or delegated by the Gender and Protection Coordinator.

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 2 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.
- experience working in GBV, including providing support for GBV survivors and carrying out group psychosocial support activities. Good understanding of GBV guiding principles and the survivor centered approach.

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