



The Lutheran World Federation Myanmar Program

JOB ANNOUNCEMENT

Position title: Assistant Project Officer
Responsibility level: Grade 4
Report to: Project Officer
Duty station: Ann, Rakhine
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 peace building efforts.

Job Summary:

Under the direct supervision of Area Coordinator and Project Officer, the Assistant Project Officer is responsible for the direct implementation of nexus project (humanitarian-development-peace building) under the framework of procedure and guideline. The Assistant Project Officer will assist in Project Officer and Area Coordinator to implement of WASH and Cash-for-Work infrastructure community activities. Then, APO need to coordinate, cooperate, and initiate the partner y meeting and facilitation with rights-based empowerment approach. This position is based in LWF Ann Field Office and is required to frequently visit to implement activity at field of target project areas of Sittwe, Pauktaw, Ann and Mrauk-U Township regarding with distribution of WASH and Cash-for-Work infrastructure activities.

Main responsibilities

Responsibility	Performance expectations
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Project planning, monitoring, implementation, and evaluation	<ul style="list-style-type: none"> • Assessment and collection of field level data related with WASH and Hygiene kit distribution, organize, facilitate, and cooperate community meeting with partner community. • Assist to prepare the work plan within project timeframe, budgets, and activities implementation guideline as well as necessary documents accordance with LWF procedure with Project officer. • Orient and guideline support regarding with WASH assessment survey, distribution and Cash-for-Work Scheme to Community Empowerment Facilitator • Undertakes regular visits to all project targeted areas and submit report on the status. • Implement and administer of the project activities related to assessment, survey, distribution, organize and facilitate the meeting with community for infrastructure under Cash-for-Work Scheme accordance with Rights-based empowerment approached. • Assist Project Officer and Civil Engineer, Area Coordinator to monitor the implementation of WASH and Cash-for-Work infrastructure activities. • Provide the field implementation data and assessment survey data to PME officer. • Ensure to implement the quality work of project activities with timely manner.
Financial, administration, logistics management and distribution	<ul style="list-style-type: none"> • Assist Project officer to ensure all activity expenses are in line with the approved budget, norms and LWF policies and procedure. • Working closely with finance and admin staff to ensure they have the information needed to support the project and keep it running smoothly. • Assist Project Officer to ensure that all items/ materials procured are of high quality to meet the necessary standard of program. • Ensure to distribute the quantity of WASH and hygiene kits to partner community in time accordance with time plan
Communication and Reporting	<ul style="list-style-type: none"> • Participant the monthly and weekly team meeting and discuss the progress of project implementation. • Build up the communication channel with CEFs and Partner community and make sure to flow the necessary information in time • Coordinate and participate meeting with relevant government and local NGO, CSO, CBO, VDC, CMC, women group with Project officer, Civil Engineer. • Submit the monthly activity progress report to Area Coordinator and Project Officer. • Perform any other tasks assigned by supervisor

Required qualifications and experience

- University degree in Health, B.Tech, social studies, development or a related field
- Minimum three years relevant experience related with WASH and Cash-for-Work infrastructure
- Strong team building and facilitation skills
- Conceptual clarity on recent community development trends, land issues, and legal reform strongly desired

Required skills and competencies

- Good interpersonal, negotiation, and communication skills
- Preferable to speak read and write in English
- High degree of gender awareness and gender sensitivity
- Knowledge of Computer skills – MS Office: Word, Excel, Outlook, PowerPoint
- Willingness and ability to frequently travel to remote field sites
- Respect for and ability to work with colleagues from other cultures, religions, socioeconomic status, and educational backgrounds

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: 21st September 2022; 5:00 pm (MMT)