The Lutheran World Federation
Myanmar Program

JOB Announcement

Position title: **Assistant Training Officer**
Responsibility level: **Grade 4**
Report to: **Training 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) Myanmar is an international non-governmental organization serving the people of Myanmar since 2008. We are a rights-based humanitarian and development organization. Therefore, at the center of everything we do are the people involved in and affected by our work: internally displaced persons, returnees, host communities, the poor, and marginalized populations. LWF Myanmar engages with and supports duty bearers while empowering partner individuals, households, and community development organizations to claim their rights. Within the present LWF Myanmar 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.

Job summary

The position is based in the LWF Myanmar Program, Sittwe Office. ATO assists Training Officer (TO) in enhancing the capacity and executing trainings in Education, Psychosocial Support and School Based DRR in assigned project areas. Specifically, ATO is responsible to lead the team in assigned area(s) and also assist Training Officer to identify the training needs, develop/update training curricula, prepare training materials and lesson plans, execute trainings, coordinate with resource persons, concerned govt. authorities and partner/NGOs/UN agencies, monitor & evaluate trainings and write reports.

Main responsibilities

Areas of responsibility	Performance expectations
General	• 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, EiE and INEE standards • Familiarize with Project Document and Internalize Log-frame and its anticipated results. • Familiarize with Government policies and procedures in Education sectors. • Familiar with mobile and online database management system. • Be free from party political influence. • Fulfills any other responsibilities as assigned/delegated by the Training Officer.

Need assessment and Planning	• Assist to identify training needs and formulate training programs related to EiE, education development, school based DRR, and psychosocial support activities • Assist to prepare training budget, schedule of training activities and organization of any related resources (facilities, materials, equipment, etc.) • Mobilize of appropriate resource persons/facilitators in assigned trainings • Assist to formulate training curriculum based on the agreed strategies/plans on the cluster/ sector including focal govt. department(s) • Assist to update various training curriculum, training materials, lesson plans, methods, contents and intended outcomes of the trainings • Assess to identify training needs of right holders through analysis, appraisal and regular consultation with stakeholders and relevant LWF program units • Assist to design and expand training programs based on the learners' characteristics and needs of the people and groups LWF serves
Implementation	• Execute of various trainings to the groups, such as Formal School Teachers, TLS Community Teachers, NFPE/NFE Facilitators, CFS Animators and members of SMC, PTA, YDGs, DRR Groups, CDGs/Peer Groups, etc. • Mobilize resource persons to execute identified trainings in assigned area(s) • Facilitate/conduct training sessions along with Training Officer and colleagues of LWF program units as required • Conduct regular coaching sessions for field staffs during project/field visits • Ensure basic training requirements are met • Assist to solve specific training problems with the help of colleagues/supervisor
Appraisal, Monitoring and evaluation	• Visit field/project sites at regular basis to assist and report Supervisor for training appraisals and producing training materials for the education program • Administer survey questionnaires and Focus Group Discussions with help of supervisor/ colleagues to monitor and evaluate the trainings • Assist Supervisor to collect/analyze feedback from all stakeholders to determine program and instructor effectiveness and knowledge or skill acquisition • Assist to revise the training curriculum and content if required • Carry out ongoing support and mentoring to trainees
Documentation/ Reporting	• Prepare reports of all trainings and submit to the Supervisor • Write field visit reports including feedback & recommendations • Ensure that all training related documentations are up to date in the field office(s) • Provide training related necessary information to the Supervisor • Collect human stories and assist supervisor for LWF Annual Reports and Website • Maintain all training related records, profiles and prepare routine and special reports • Submit training completion report, monthly and annual reports to the supervisor
Budgeting and resource mobilization	• Prepare specific budgets for training and related activities for assigned area(s) • Contribute to resource mobilization efforts when called upon

	• Participate in needs assessments organized by the LWF and relate sector/cluster
Coordination	• Coordinate with relevant govt. and sector/cluster counterparts at Township level • Coordinate with training resource persons and institutions at Township level • Coordinate with other relevant units for in-house training needs • Coordinate with L/INGOs as required at Township level
Representation	• Participate in capacity building and training related events • Attend meetings on behalf of LWF Rakhine as required at Township level
Management	• Attend staff meetings • Report on issues to the supervisor identified during field visit
Others	• Fulfill any other responsibilities assigned or delegated by the Supervisor or the Project Coordinator/Officer-In-Charge. • To facilitate and conducting the TLS teachers, CFS animators, NFE and NFPE facilitators and GFS teachers in IDPs camp and host community.

Classification and authority:

- ATO is a Grade 4 position work closely with other ATOs, SMC and PTA.

Qualification and Experience:

- Bachelor Degree in social science or related discipline with 2 years training and relevant experience.

Required Skills:

- Good training, communication and facilitation skills.
- Good organizational and planning skills to manage time and to meet deadlines and objectives.
- Personal commitment to improving own knowledge and skills.
- Good computer skills –MS Office, Excel, & Power Point.
- Good command in spoken and written English.
- Ability to work independently and has “can-do attitude”
- Understands cultural sensitivity and team work.

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 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: 18 September 2020; 5:00 pm