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## The Lutheran World Federation Myanmar Program

### JOB Announcement

**Position title:** Assistant Engineer  
**Responsibility level:** Grade 4  
**Report to:** Civil Engineer  
**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 Assistant Engineer shall assess the location and needs, prepare design and BoQ, technical facilitation to implement project infrastructures (shelter, Child Friendly Space, Temporary Learning Space, School, pathway, roads and others as plan). The AE shall coordinate and collaborate with Government line departments, relevant clusters and agencies on engineering aspects and the process of working with the people.

The AE shall follow the engineering standards of the Government of the Union of Myanmar. He/She shall work closely with communities and community based organizations (CMC, Subcommittee, Construction Committee etc) and facilitate them to gain knowledge and skills which empowers them in issues related to infrastructure work.

### Main responsibilities

Areas of responsibility	Performance expectations
Assessment and location survey	<ul style="list-style-type: none"><li>Assess the site for proposed project, consult with community and their leaders, collect essential information and prepare brief feasibility report.</li></ul>
Designing, BOQ and Estimates	<ul style="list-style-type: none"><li>Adopt standard designs (cluster, government and other) to local conditions.</li><li>Prepare bill of quantity (BOQ) based on design with full specifications and cost estimate.</li><li>Work closely with other team members.</li><li>Prepare and submit survey report, design, BoQ and cost estimate documents to the PMT for approval.</li></ul>

Documentation	<ul style="list-style-type: none"> <li>• Keep all the set of document in a file (hard and soft copy) as below:</li> <li>• Survey report</li> <li>• Design and estimate</li> <li>• Agreement</li> <li>• Implementation plan</li> <li>• Monitoring report</li> <li>• BoQ</li> <li>• Completion report</li> </ul>
Construction	<ul style="list-style-type: none"> <li>• Orientation to contractor or camp based committee about the project</li> <li>• Communication with community – brief about the project</li> <li>• Explain about the project to communities.</li> <li>• Inspect quality and quantity of the materials and structures and maintain agreed standards. Train community people to control quality.</li> <li>• Conduct regular supervision of the construction works and advise the communities accordingly.</li> <li>• Prepare running bills and submit to the Community and PMT.</li> <li>• Prepare final technical report to the Community and PMT.</li> <li>• Prepare final bills for payment or advance settlement and submit to the Community.</li> </ul>
Community Capacity Development	<ul style="list-style-type: none"> <li>• Train communities so that they increase knowledge on civil works principles.</li> <li>• Coach communities to prepare BOQs.</li> <li>• Coach skilled laborers.</li> </ul>
Others	<ul style="list-style-type: none"> <li>• Any other duties that may be assigned by the supervisor or his/her designate from time to time.</li> </ul>

**Qualifications and Experience:** The Assistant Engineer shall have

- AGTI Civil or B.Tech. Civil.
- Two-years experiences in civil works design, estimation, supervision, preparing technical report and bills
- Believes in respect forall.
- Commitment to work and live in remote villages
- Eagerness to work with people
- Desire to learn from the people and teach them.
- Ability to speak, read and write in English.
- Computer skills – AutoCad, MS Office and Excel

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](mailto: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: 17 November 2020; 5:00 pm**