



**The Lutheran World Federation
Myanmar Program**

JOB ANNOUNCEMENT

Position title: Assistant Engineer
Responsibility level: Grade 4
Report to: Civil Engineer
Duty station: Sittwe, Rakhine
No of Persons: Two

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

Main responsibilities

Responsibility	Performance expectations
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<p>Assess, Consult with community, Design, BOQ, and Estimates</p>	<ul style="list-style-type: none"> • Collect and listen to community needs from observation, complaints and feedback, community meeting notes, and request letter. • Consult with the community, and assess the requirements/needs, feasibility, and community concerns. • Refer to international and national standards, norms, and cluster policies in consultation with Civil Engineer. • Coordinate with Government authorities, and humanitarian & development agencies in the camps and outside. • Assess/survey and prepare design, drawing, BoQ, and estimates. • Prepare bill of quantity (BOQ) with full specifications and estimate. • Submit survey, design, BOQ, and estimate documents to the Civil Engineer/Project Coordinator.
<p>Project planning, monitoring, implementation, and evaluation, payment</p>	<ul style="list-style-type: none"> • Ensure communication with the community regarding construction and repair projects with Civil Engineer and Project Officer. • In consultation with the Civil Engineer/Project Officer, conduct orientation to representatives of the community regarding design and specification and advise to monitor and complain if the standard is not met. • As guided by CE, for quality assurance, conduct regular supervision of the construction sites, inspect the quality of materials in all project-targeted areas, and submit reports on the status. • Based on the contract agreement, if the progress is at the anticipated level, measure progress report and prepare payment bills and submit to Civil Engineer. • As guided by CE, prepare the document for “public audit” to be conducted by project officers responsible for the project • Ensures all expenses of the structures are in line with the approved budget and take necessary and timely action on any under and over expenses as per the guidance of the Civil Engineer. • Works closely with procurement, finance, logistics, and admin staff to ensure they have the information needed to support Protection and CS work and keep it running smoothly. • Ensure proper documentation (distribution/handover list) of distributed/constructed materials/structures and maintain a summary sheet. • Ensure visibility of donors as per visibility guidelines. • Prepare required documents for tender/quotation as guided by CE. • Assist to prepare the work plan within the project timeframe, budgets, and activities implementation guidelines as well as necessary documents in accordance with LWF procedure with the Project officer. • Orient and guideline support regarding with WASH assessment survey, distribution, and Cash-for-Work Scheme to Community Empowerment Facilitator • Implement and administer the project activities related to assessment, survey, distribution, organize and facilitate the meeting with the community for infrastructure under the Cash-for=Work Scheme in accordance with the Rights-based empowerment approach. • Assist the Project officer and Civil Engineer to monitor the implementation of WASH and Cash-for-Work infrastructure activities. • Provide the field implementation data and assessment survey data to the PME officer. • Ensure to implement the quality work of project activities in a timely manner. • Undertakes regular visits Carry out any other tasks or duties as required or as assigned by the Civil Engineer/Project Coordinator.

Capacity Development of Staff and camp-based workers	<ul style="list-style-type: none"> • Develop orientation package to contractor and field-based construction supervisor as well as local community construction committee in consultation with CE. • Conduct orientation to relevant people as planned with the project team. • Coordinate/Coach/orient all staff to understand project planning, monitoring, design, estimate, specification, and other basic development and protection packages. • Maintain a record of training/workshop and submit it to supervisor.
Networking and Coordination, Communication and Reporting	<ul style="list-style-type: none"> • Support CE to update the Stakeholder matrix of the assigned sites. • Enhance relations with shelter and camp infrastructure actors and coordinate with them. • Work closely with other sectors of LWF to enhance Protection and Gender Mainstreaming in the organization. • Liaise with concerned Government departments to enhance relations, coordination, and accountability. • Participant in the monthly and weekly team meetings and discuss the progress of project implementation. • Build up the communication channel with CEFs and the Partner community and make sure to flow the necessary information in time • Coordinate and participate in meetings with relevant government and local NGO, CSO, CBO, VDC, CMC, and women group with Project officer, Civil Engineer. • Submit the monthly activity progress report to the Project Coordinator and Project Officer
Financial, administration, logistics management, and distribution	<ul style="list-style-type: none"> • Assessment and collection of field-level data related to WASH and Hygiene kit distribution, organizing, facilitating, and cooperating community meetings with the partner community. • Support CE to update the Stakeholder matrix of the assigned sites. • Enhance relations with shelter and camp infrastructure actors and coordinate with them. • Work closely with other sectors of LWF to enhance Protection and Gender Mainstreaming in the organization. • Assist Civil Engineer to ensure all activity expenses are in line with the approved budget, norms, and LWF policies and procedures. • Working closely with finance and admin staff to ensure they have the information needed to support the project and keep it running smoothly. • Assist to ensure that all items/ materials procured are of high quality to meet the necessary standard of the program. • Ensure to distribute the quantity of WASH and hygiene kits to the partner community in time accordance with the time plan

Required qualifications and experience

- BE or B-Tech in civil engineering.
- At least 3 years of professional experience in implementation of WASH project, Cash-for-Work infrastructure, and design, estimation, supervision, preparing technical reports and bills in civil works
- Knowledge and skill in conducting feasibility and detail survey, preparing design/estimate of WASH and CFW schemes
- Demonstrated field experience in the implementation of community infrastructures/ WASH schemes

- Knowledge in preparing bills of quantity and completion reports of rural infrastructure activities
- Willingness and ability to frequently travel to remote field sites.
- Knowledge of Computer skills – AutoCAD, MS Office: Word, Excel, Outlook, PowerPoint
- Ability to speak, read and write in English.
- Conceptual clarity on recent community development trends, land issues, and legal reform is strongly desired

Required skills and competencies

- Believes in respect for all.
- Commitment to work and live in remote villages
- Eagerness to collaborate with people
- Good interpersonal, negotiation, and communication skills
- Desire to learn from the people and teach them.
- Strong team building and facilitation skills

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: 06th Oct 2022; 5:00 pm (MMT)