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The Lutheran World Federation Myanmar Program

JOB ANNOUNCEMENT

Position title:	Assistant Education/ Training Officer
Responsibility level:	Grade 4
Report to:	Education and Training Officer
Duty station:	Sittwe, Rakhine
No of Persons:	Three

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:

The Assistant Education/Training Officer (AETO) is responsible for overall strategic development and implementation of the education program for the Rakhine IDP/ villages project including the areas of program planning, implementation, monitoring, reporting and in enhancing the capacity and executing trainings in Education, Psychosocial Support, Child Protection, Sexual and Reproductive Health, Gender Mainstreaming in assigned project areas. Specifically, AETO is responsible to lead in assigned area(s) and to identify the training needs, develop/update training curricula/module, prepare training materials and lesson plans, execute trainings, coordinate with resource persons, concerned govt. authorities and partner/NGOs/INGOs/UN agencies, monitor & evaluate trainings. The AETO represents the education program to the IDPs and other implementing agencies at assigned areas. This also involves resource mobilization, advocacy, and networking coordination.

The AETO is based in LWF project areas of Sittwe, Pauktaw and undertakes regular visit to assigned IDP camps, host, and nearby communities in Sittwe and Pauktaw Townships. Assistant Education and Training officer have to support consortium partner and have to visit the project areas (Ponnagyun, Mrauk U and Ann) of consortium partner if need. The AETO reports to the Education and Training

Officer and facilitates/supervises the education program through volunteers and incentive paid IDP teachers (KG TLS Teachers, Tuition Tutors & CFS Animators) in camps and villages. The AETO submits all leave and other movement plans to the Education and Training Officer for his/her approval.

Main responsibilities

Responsibility	Performance expectations
Ensures the smooth implementation of day-to-day operations in General.	<ul style="list-style-type: none"> • Implement and administer of the education project in accordance with policies and procedures as stipulated in the policies and manuals. • Assist Education/Training Officer in ensuring the planning, implementation, M&E of the education project in assigned project areas as outlined in the project documents and proposals. • Familiarize with Government policies and procedures in Education sectors. • Familiar with mobile and online database management system. • Work with communities and support teachers in community and targeted villages, teachers in TLSs and NFE centre. • Assist the Education and Training Officer and share the information from the respective camps in timely. • Facilitate and organize the trainings with the community, Camp based teachers and NFE facilitators in the respective camps. • Keep track of material needs of TLS and NFE Center and arrange for timely delivery of materials. • AETO is to collect project related data and develop work plans. • Be free from party political influence. • Fulfills any other responsibilities as assigned/delegated by the Education and Training Officer.
Training need assessment, project planning, implementation, monitoring, and reporting.	<ul style="list-style-type: none"> • Assist to identify training needs and formulate training programs related to EIE, education development, Gender mainstreaming, Child Protection, Sexual and Reproductive health, 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 • Keep track of incentive payments of the volunteers and arrange for timely incentive payments. • Undertakes regular weekly visits to all TLS and NFE Center and submit report on the status to the Education and Training Officer. • Assist the Education and Training Officer to undertake the planning process and budget at the field level for education program.

	<ul style="list-style-type: none"> • Facilitate with technical team for the construction, renovation, and reconstruction of TLS and NFE center included finding land available, meeting with CMC and landowner. • Collect land requested letter and recommendation letter from the relevant administration sectors. • Monitoring with technical team for the progress of construction work. • Collect success stories and assist supervisor for LWF Annual Reports and Website. • Assist to continuously monitor the program to identify areas where program performance can be improved. • Submit training and activities completion report and monthly to the supervisor • Assist the Education and Training Officer to produce monthly, quarterly, annual and any other reports are of good quality, accurate, representative, and timely. • Assist the Education and Training Officer in ensuring that project policies are compatible with the expectations of the donor partners. (Applies EiE and Myanmar Education Standards) • Assist to design and expand training programs based on the learners’ characteristics and needs of the people and groups LWF serves • Make regular follow-up on the impacts of the training and use in regular teaching learning activities by teachers and provide backstopping timely. • Organise refresher training session as required.
Human resource development, and management.	<ul style="list-style-type: none"> • Ensures that all community teachers are provided a thorough orientation to guide them for their engagement in the education project in IDP camps, host, and nearby communities. • Participate in community teachers’ recruitment for the project, ensuring that recruitment is gender-sensitive with the goal of gender balance within the staff, both in terms of numbers and levels of responsibility. • Assist Education and Training Officer in collecting regular data and feedback for future training needs of stakeholders. • Ensure that the skills of volunteers are developed and fully utilized possible for the furtherance of the project. • Participate in needs assessments organized by the LWF and relate sector/cluster. • Supervise and appraises the work of the education volunteers. • Follows Participatory Leadership and Management principles to facilitate the work of the community teachers in IDP camps, host, and nearby communities.
Financial and administrative management.	<ul style="list-style-type: none"> • Carefully implement education projects so that it is in line with the approved budget. • Prepare specific budgets for training and related activities for assigned area(s) and Procurement Plan for the activities needs. • Assist in ensuring that community teachers have adequate materials, supplies, equipment etc. to properly implement the education project for the benefit of the IDPs and their host communities. • Assist the Education and Training Officer to ensure that all items procured are of reasonable quality to properly implement the education project. • Attend staff meetings and weekly meetings in the team. • Report on issues to the supervisor identified during field visit

	<ul style="list-style-type: none"> • Ensures any LWF Myanmar property is used for the benefit of organization and the people served by the project.
Public relations with concerned stakeholders.	<ul style="list-style-type: none"> • At all times coordinate and collaborate with Government Education Department, other education program implementers, community and CMCs, SMCs, and PTAs. • Maintain the requisite consultative relationships with the relevant governmental authorities and other humanitarian agencies at Township/Village levels. • Represent LWF in meetings as called upon. • Participate in capacity building and training related events • Attend meetings on behalf of LWF Rakhine as required at Township level • Provide suggestions for project revision and for fund raising for the education project. • Assist the Education and Training Officer to develop reports and other information in a timely manner to submit to the authorities.
Others.	<ul style="list-style-type: none"> • Fulfils any other responsibilities as may be assigned or delegated by the Education and Training Officer. • All education relate project to implement the activities in the IDPs camp and host community.

Level of Responsibility & Authority:

This is a mid-level position focused on the education project development and implementation for IDP camps and their host communities in Sittwe, Pauktaw, Mrauk-U, Ponnagyun and Ann Townships.

Job Requirements:

Technical skills & Experiences:

- Formal qualifications (at least a bachelor's degree) in education or social and development studies.
- At least 3 years of experience in an education program (if possible, in refugee or IDP camps).
- Strong participatory leadership and diplomatic interpersonal skills.
- In depth knowledge in education program development.
- Knowledge in participatory, rights-based community development and Education in Emergencies or willingness to learn.
- Good spoken and written English skills and computer literacy.

Desirable qualifications:

- The person should be able to work in collaboration with many other implementing agencies for the same cause.
- Familiarity with the EiE standards, INEE standards, child friendly spaces principles, Child Protection, Reproductive Health, CBPS theories or is willing to learn.
- Experiences and skills to facilitate trainings
- Willingness to live in Rakhine.
- Cultural sensitivity, team spirit and a can-do attitude of service.
- Embraces the vision, mission, and values of the LWF Myanmar and is committed to work towards meeting its goals and objectives.

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: 30th September 2022; 5:00 pm (MMT)