



THE
LUTHERAN
WORLD
FEDERATION
World Service
member of **actalliance**

The Lutheran World Federation Myanmar Program

JOB ANNOUNCEMENT

Position title: Assistant Field Officer
Responsibility level: Grade 4
Report to: Empowerment Officer
Duty station: Sittwe, 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 the Programme Coordinator and in close consultation and coordination with LWF Myanmar colleagues based in Yangon and field offices, the Rights-based Empowerment Coordinator is responsible for project management and leadership of LWF Myanmar's Human Rights and Gender programming. Central to this position are the networking and advocacy skills to lead implementation of the LWF "Local-to-Global" approach which gives individuals and partner communities in Chin, Rakhine, and Kayin states a voice at the national and global levels, in support of the Universal Periodic Reporting process. The incumbent directly oversees project planning, budgeting, implementation, monitoring, periodic review, and reporting in close consultation with field-based programme staff. A democratic and respectful leadership style is an important element of the position, with strong people skills. The position is based in Yangon and works as a member of a technical support team which includes livelihoods, human rights, PMER, and training components.

Main responsibilities

Responsibility	Performance expectations
Planning, Monitoring, Implementation and Evaluation	<ul style="list-style-type: none"> Collect and analyze data for the project design, implement, monitoring and evaluation of the program of WASH, SRHR, access to clean drinking water, NFIs, gender-sensitive shelter, improved pathways to access critical resources, and dignity kits, women and girls rights and camp institutions' capacity building activities. Prepare project implementation plan and guidelines to make easier for field staffs and incentive works. Supervise, implement and administer of the project activities related to WASH, SRHR, access to clean drinking water, NFIs, gender-sensitive shelter, improved pathways, women and girls rights and camp institutions' capacity building activities in accordance with LWF policies and procedures. Plan, implement and monitor activities including cross cutting activities related to Protection, Gender, Environment and DRR in targeted IDP camps and host villages. Responsible for ensuring that project policies are compatible with the expectations of the donors and government authorities. Organize and facilitate training and workshops in above mentioned themes to target group Supervise and appraise the work of the staff under supervision.
Financial, administrative and logistics management	<ul style="list-style-type: none"> Ensure all expenses of programs under each budget lines at Sittwe and local implementing partners are in line with the approved budget and set norms. Necessary actions are timely taken for any under and over expenses as per the guidance of donor partner and/or LWF financial management. Work closely with finance and admin staff to ensure they have the information needed to support the project activities and keep it running smoothly. Ensure that all items/materials procured are of high quality to meet the necessary standard of program.
IEC materials, Communication and Reporting	<ul style="list-style-type: none"> Prepare and distribute communication and IEC materials related to WASH, SRHR, access to clean drinking water, NFIs, gender-sensitive shelter, improved pathways, women and girls rights and camp institutions' capacity building and cross cutting themes as appropriate to the target groups. Assist EO to conducts negotiations and maintains correspondence as necessary for the operation of the project. Submit report to the local authorities and assist local NGOs to submit required reports on time and with quality Submit activity reports, monthly reports and as required by the supervisor. Assist EO to submit interim and final reports.
NGO Coordination, Capacity Building and Public Relation	<ul style="list-style-type: none"> Coordinate all activities with local government, clusters, sectors and working groups and private sectors and other NGOs working in the same field. Conduct training to the LWF staff, incentive workers and social groups. Identify and where appropriate collaborate with camp/village/community leaders, NGOs, CBOs and other social groups at village/township levels. Represent LWF in meetings as called upon at village/township levels.
Accountability, Reporting and Others	<ul style="list-style-type: none"> Ensure accountability to the local authorities and people we served. Fulfill any other responsibilities as may be assigned or delegated by the Supervisor or Gender and Protection Coordinator and Project Coordinator from time to time.

Required qualifications and experience

- Formal qualifications: Bachelor Degree in social science or development studies.
- Two years of related experiences in humanitarian or development field (if possible with refugee or IDP camps).
- Strong participatory leadership, management and interpersonal skills.
- Demonstrated leadership and education program development abilities and strategic thinking.
- Strong team building skills.

- Willingness to learn and travel to remote areas.
- Fluent spoken and written English language skills and computer literacy.

Required skills and competencies

- The person should be able to work in collaboration with many other implementing agencies at the Government authorities at village or Township levels and local NGOs.
 - Familiarity with the host villages and IDP camps set up or is willing to learn.
 - Experience and familiarity with development projects
 - Willingness to live and frequently travel in camps and villages in Rakhine State.
 - Cultural sensitivity, team spirit and a can-do attitude of service.
 - Understanding of Conflict Sensitivity” and “Do No Harm” principles.
 - Embraces the vision, mission, and values of the LWF Myanmar and is committed to work towards meeting its goals and objectives.
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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.

LWF- Yangon Office: No.11, Kan Street, (6) Ward, Hlaing Township, Yangon.

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: 08th November 2022; 5:00 pm (MMT)