



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

The Lutheran World Federation Myanmar Program

JOB ANNOUNCEMENT

Position title: Assistant Project/Training Officer
Responsibility level: Grade 4
Report to: Project Officer
Duty station: Sittwe
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
Project management	<ul style="list-style-type: none"> • Prepare annual and semi-annual reviews, workplans, and budgets by leading collaborative workshops with Project officer, field-based staff, PMER, and finance • Develop procurement plans and facilitate project procurement to be undertaken in accordance with LWF policies and procedures • Ensure timely reporting through advance planning and close collaboration with PMER and field-based teams; submit high-quality reports to Project officer using LWF Writing Style guidelines and formats • Undertake regular field visits to monitor implementation, coordinate activities, and build staff capacities; facilitate PMER team and Project officer for the monitoring visits • Prepare field monitoring reports per standard template including feedback and recommendations and share with Project officer, and other relevant staff • Closely review and analyse Monthly Activity Progress Reports and Monthly Financial Monitoring Reports; take any necessary actions in close collaboration with Project Officer • Work closely with field teams and PMER team to ensure SMART and consistent data collection and data management systems • Organize orientation sessions on planned activities for each project site • Ensure that implementation follows policies and guidelines of donors, government, and LWF (accountability framework, PANEL, Code of Conduct, Empowerment Tools, gender strategy, etc.), Core Humanitarian Standards, others • Provide and/or facilitate technical assistance as needed for improved project implementation • Prepare terms of reference and assist Project Officer in hiring of technical experts such as evaluators
Liaison	<ul style="list-style-type: none"> • Represent LWF Myanmar and actively participate in relevant thematic and coordination meetings • Actively network with and maintain relationships with government counterparts, donors, other INGOs/NGOs, academia, and others • Host visitors, donors, partners and others as appropriate, helping with the arrangement as needed
Staff supervision and development	<ul style="list-style-type: none"> • Promote staff development through mentoring, coaching, and training of field staff on project management, rights-based empowerment approach, and related tools and guidelines • Coordinate and guide staff so that training modules are in line with the rights-based empowerment approach: participation, accountability, non-discrimination, empowerment, and linkages to human rights frameworks • Assist Project Officer to perform annual performance appraisals of field-based staff, as requested • Work closely with other members of the technical support team to build the capacity of Yangon and field-based teams • Facilitate all LWF Myanmar projects, as relevant, to implement an inclusive, consistent, and technically sound rights-based empowerment approach • Act as the technical expert within LWF on rights-based empowerment
Resource mobilization and Project Management	<ul style="list-style-type: none"> • Identify programmatic gaps and recommend areas of geographic or thematic expansion, technical improvement, and identification of potential new partnerships; facilitate field-based staff to do likewise • Assist and/or take assessment direct data from the partner community to write proposal writing, ensuring that they are developed within a rights-based empowerment framework • Develop new project budgets in with support of finance and field-based staff • Assist the Project Officer in strategic planning processes

Other	<ul style="list-style-type: none"> • Support and enhance LWF Myanmar’s organizational culture of staff empowerment and growth, teamwork, and solidarity • Assist to ensure that safety and security protocols are adhered to by field staff, including relevant plans and procedures for safe and efficient evacuation • Strictly follow and build staff capacity in implementing their Project Dashboards, including computer file organization, archiving, and file naming • Strictly follow and build staff capacity in implementing LWF Writing Style guidelines, including training staff on document formatting • Perform any other tasks as assigned by supervisor
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Required qualifications and experience

- University degree in business, agriculture, development or a related field
- Minimum three years relevant experience
- Demonstrated management skills including project management
- Conceptual clarity on recent community development trends, land issues, and legal reform strongly desired

Required skills and competencies

- Good interpersonal, negotiation, and communication skills
- Ability to speak read and write in English
- High degree of gender awareness and gender sensitivity
- Computer skills – MS Office: Word, Excel, Outlook, PowerPoint
- Demonstrated ability to format documents in MS Office
- Excellent command in English and Myanmar language desired, including translating, writing, and editing skills
- Strong organizational abilities with very strong attention to detail
- Willingness and ability to frequently travel to remote field sites
- Respect for and ability to work with colleagues from other cultures, religions, socioeconomic status, and educational backgrounds

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: 23th November 2022; 5:00 pm (MMT)