



## The Lutheran World Federation Myanmar Program

### JOB Announcement

<b>Position title:</b>	<b>ACT Alliance Forum Coordinator</b>
<b>Responsibility level:</b>	<b>Grade 6</b>
<b>Report to:</b>	<b>The ACT Forum Convener and The Chairperson of Steering Committee for the joint Kayin Project</b>
<b>Duty station:</b>	<b>Yangon and frequent travel to Kayin State</b>
<b>No of Persons:</b>	<b>One</b>

### **Background**

*LWF proactively works with partners to address displacement, poverty, and injustice, including promotion of gender equality and climate resilience*

LWF World Service is the humanitarian and development arm of the Lutheran World Federation. We are a widely recognized, international, faith-based organization working in over 20 countries. We seek to bring people of all backgrounds together in the common quest for justice, peace, and reconciliation in an increasingly complex and fragmented world.

A commitment to the human rights of every individual, regardless of their status, guides our work, actions, and operations. We are particularly known for our timely, compassionate, and professional humanitarian work, and for our field presence in hard-to-reach areas. Our work is people-centered and community-based. Above all, we work with the most vulnerable, and in order to claim and uphold their rights, we engage proactively with local government and community structures.

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 ACT Alliance is a world-wide alliance of 140 churches and church-related organizations working together for effective, sustainable change in the lives of people affected by poverty and injustice. The ACT Alliance has a small secretariat in Geneva and four regional offices to support the coordination and cooperation between the ACT alliance members around the world.

The Myanmar ACT Forum is part of the ACT Alliance. Members in the Myanmar forum include Bread for the World, Christian Aid, Church of Sweden, Church World Service, Diakonia, FinnChurchAid, DanchurchAid, Lutheran World Federation, and ICCO. In addition, local churches and Faith Based organizations are regularly part of the ACT Forum meetings.

Most members of the ACT Alliance Myanmar Forum work with Food Security, Disaster Risk Reduction, Humanitarian Aid, Good Governance, and community development in general, and together the ACT alliance agencies in Myanmar cover most development and humanitarian thematic and geographic areas.

## Main responsibilities

Areas of responsibility	Performance expectations
Overall Responsibilities	<ul style="list-style-type: none"> <li>• The ACT Forum is in the process of developing a joint pilot project in Kayin where the ACT Coordinator will have a key role both in seeing the implementation through, gathering learnings, and support innovation of the project, and of other joint initiatives, based on experiences from the pilot project.</li> <li>• Support the ACT Forum Convener and facilitate the work of the ACT Myanmar Forum by acting as a catalyst for actions and the information hub for members of the ACT Alliance, promoting strong ownership and commitment of the Forum members for its strategies and activities.</li> <li>• Support Disaster Preparedness of the ACT Forum, and in case of larger disasters in Myanmar, be the focal point for developing a joint response and possibly an appeal by the ACT alliance.</li> </ul>
Specific duties	<p><b>1. Joint Kayin Project (approx. 70% of time)</b>  The ACT Forum has worked to develop a joint project in Kayin state where most members are supporting or implementing activities. The joint project is a pilot to gather experiences in doing joint programming and working closer together with an expectation of scaling up such cooperation in the future and being able to raise back-donor funds for joint activities in the future. As the joint project is presently implemented by staff from Karen Baptist Convention and the Lutheran World Federation, effective facilitation, listening and negotiation skills are required, including the ability to make decisions about implementation in a participatory rather than an autocratic manner. The ACT coordinator's role will include the following:</p> <ul style="list-style-type: none"> <li>• Focal point for joint planning and budgeting of the project</li> <li>• Guidance to partners in project implementation</li> <li>• Monitoring and review of the project implementation</li> <li>• Compiling the reporting for the progress of the project</li> <li>• Identify needs for joint capacity development and take initiative to implement such capacity development, in cooperation with ACT members</li> <li>• Gather learnings from the pilot project and identify opportunities for innovation within the project, and to other ACT activities</li> <li>• Support developing and writing proposals for fundraising for this and other joint projects</li> <li>• Any other tasks related to the project</li> </ul> <p><b>2. ACT Forum coordination (approx. 20%)</b>  Support the ACT Convener with the general planning and coordination of the ACT Myanmar forum meetings and activities.</p> <ul style="list-style-type: none"> <li>• Assist the Forum in the organization and facilitation of their meetings and workshops.</li> <li>• Write the minutes and share them with all members for approval</li> <li>• Support the ACT Forum's joint strategizing and preparation of an annual work plan and annual report.</li> <li>• Facilitate the effective communication between partners, keeping them updated on upcoming events for the Forum.</li> <li>• Coordinate and act as lead person in the Forum's participation in ACT Alliance Global activities and Initiatives.</li> </ul> <p><b>3. Disaster Preparedness and Response (approx. 10%)</b>  Support the streamlining of the Forum's capacity for Humanitarian response, including preparing Alerts, Appeals and proposals.</p>

	<ul style="list-style-type: none"> <li>• Ensure that the ACT alliance Emergency Preparedness and Response Plan (EPRP) is regularly updated and activated in emergency situations</li> <li>• In case of larger disasters in Myanmar, facilitate the consolidation and write up of Appeals according to ACT guidelines and requirements of donor partners.</li> <li>• Act as the lead person in coordinating inputs from Forum members and partners for the appeals write up.</li> <li>• Link up with the ACT secretariat and other possible donors and provide technical guidance to the technical working group on Humanitarian response as per the donor requirements.</li> <li>• Act as an ACT Myanmar Forum focal point for the national Humanitarian response and humanitarian related teams.</li> <li>• In collaboration with the partners, oversee the monitoring and evaluation of different ACT and non -ACT funded appeals to ensure timely achievement of project deliverables, ensuring reports are developed, reviewed and submitted in a timely manner.</li> </ul> <p>Cross-cutting issues related to the above main functions are Communication from and Visibility of the ACT Forum in Myanmar as well as coordination and facilitation of capacity building activities for the Forum members and partners in Myanmar, and ensuring accountability and transparency principles in project implementation.</p>
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#### **Terms and Conditions**

- The salary and conditions for the ACT Alliance Forum Coordinator shall be paid by contributions from ACT Forum Myanmar members.
- The ACT Alliance Forum Coordinator shall formally be hired by the ACT Forum Myanmar coordinating agency which also has the responsibility of hosting the post. The post shall be remunerated at according to competitive rates in the Myanmar market for similar posts.

#### **Required qualifications and experience**

- University degree in relevant subject
- Minimum five years working experiences from relevant position: DRR, livelihoods; experience of working with local civil society
- Strong networking skills and ability to get stakeholders to work together
- Good project management skills
- Very good communication skills and knowledge of English

**Location/Hosting Agency:** hosted by LWF Myanmar offices in Yangon and Hpa-An, Kayin on behalf of ACT forum, Myanmar.

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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 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: 5 January 2020; 5:00 pm**