



**The Lutheran World Federation
Myanmar Program**

JOB Announcement

Position title: National Education Coordinator
Responsibility level: Grade 6
Report to: International Education Coordinator
Duty station: Sittwe, Rakhine State
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) 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 national Education Coordinator is responsible for supporting the leadership, planning, implementation, monitoring, and reporting of all LWF’s education projects and activities in Rakhine State, as well as liaison and coordination with the Education in Emergencies sector in Rakhine State. He or she will work closely with the international Education Coordinator and with the broader education team, as well as with other key EiE partners in Rakhine and with the Ministry of Education at State and Township level.

Key functions will include:

Main responsibilities

Areas of responsibility	Performance expectations
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<p>Coordination, representation and advocacy</p>	<ul style="list-style-type: none"> • Developing and maintaining good relationships with Government Authorities, including State Education Department and Township Education Offices • Developing and maintaining good relationships with EiE Sector partners at state and national level • Identifying needs and carrying out advocacy on specific EiE-related issues, as required • Developing and maintaining good relationships with donors and international partners • Representation and coordination at various coordination mechanisms, as required • Working in a productive and collaborative team with all staff
<p>Planning, implementation and monitoring</p>	<ul style="list-style-type: none"> • Detailed planning of approved activities in accordance with budgets, workplans, and LWF and donor regulations • Addressing specific issues encountered during implementation, and escalating as necessary • Working closely with Monitoring Officer to ensure activities are on track, and data is being collected appropriately • Supporting the Monitoring Officer to strengthen the design of monitoring tools, and to ensure that they are meeting LWF / donor requirements • Supporting the development of team workplans and budgets • Mobilising and monitoring staff implementation of activities • Liaising with other units within LWF for staff awareness and capacity building • Carrying out staff appraisals and capacity building, as required • Carrying out regular monitoring visits to project sites • Identifying key learning points around challenges and good practice • Providing technical assistance in education • Conducting trainings and workshops for staff, as required • Contributing to a strong and cooperative team
<p>Assessments, proposals and reporting</p>	<ul style="list-style-type: none"> • Coordinate assessments and evaluations as required, working closely with Monitoring Officer • Assist in identifying potential new projects and finding opportunities • Support the assessment of education needs and recommendations resulting from this • Support in proposal writing, as required • Support in report writing according to donor requirements

	<ul style="list-style-type: none"> • Support in regular reporting for Government, as required.
Ensuring compliance with standards and approaches, including:	<ul style="list-style-type: none"> • Myanmar education system • LWF's rights-based empowerment approach • INEE minimum standards • Conflict sensitivity and Do No Harm • Core Humanitarian Standards
Others	<ul style="list-style-type: none"> • Any other duties as may be assigned.

Level of Responsibility & Authority:

This position is Grade-6 and has to supervise Education and Training Officers in Sittwe. This position is also member of LWF Sittwe Management Team. This position is responsible to develop project implementation guideline, training tools and curriculum for Education and Child Protection works in coordination with consortium partners.

Qualifications:

- Minimum: Bachelor's degree in Education (or a related subject) from a recognised institution. Master's degree preferred.
- Minimum of five years' experience implementing education projects in Myanmar. Experience in conflict settings preferred.
- Clear experience in technical education programming, with strong thematic, sectoral and contextual knowledge of education in Myanmar in general, and ideally specifically in Rakhine.

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 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: 18 December 2020; 5:00 pm