



Job Announcement – Re Announcement

Disaster Risk Reduction Officer - One Post

Hpa Ann Township, Kayin State

The Lutheran World Federation (LWF) Myanmar is an international non-government organization serving the people of Myanmar since 2008 after Cyclone Nargis. Currently LWF is facilitating rights-based empowerment process in 50 villages of Bogalay, Dedaye, Pyapon, and Twantay Townships of Ayeyarwady and Yangon Region; 36 villages of Mindat and 20 villages in Matupi Township, Chin State and 32 villages of Kyarinnseikgyi, Pharpun and Hlainbwe Townships in Kayin State. LWF is assisting the IDPs, host communities and nearby villages of Sittwe, Mrauk U and Pauktaw Township in Rakhine State to improve children's access to education. LWF also works with Camp Management Committees (CMC) of 11 camps in Sittwe and Pauktaw Townships. Mainstreaming community based psychosocial support; gender; environment; fire-safety and protection are integral part of the program.

The working approach of LWF is Rights Based Empowerment, Working with the Government Structures and Integrated. The strategic objectives of LWF are DRR, Emergency Preparedness and Response, Sustainable Livelihood, Community-led Action for Justice and Peace and Quality and Sustainable Practices and Programs. It's values such as Dignity and Justice, Inclusion and Participation, Respect for Diversity, Accountability and Transparency, Compassion and Commitment guide the work.

LWF Myanmar is dedicated to promoting children's rights and ensuring that their welfare and physical security are recognized, safeguarded and protected in accordance to UNCRC; and international, regional and national standards. LWF Myanmar commits itself to creating and maintaining an environment which promotes its core values and prevent children from physical abuse, neglect, emotional abuse and sexual abuse. Employees are expected to adhere to LWF Child Protection Policy and safeguard children.

Job summary

DRR Officer is responsible for overall strategic development and implementation of disaster risk reduction and management of the projects in the areas of programming.

He/ She represents the project/organization for emergency and DRR matters to the other relevant stakeholders. This also involves resource mobilization, advocacy and networking coordination.

The DRR Officer is based in project office and undertakes frequent facilitation/monitoring visit to all project sites as to cover the achievements of CBDRM program.

DRR Officer reports to the Project officer and makes copy to Emergency Response and DRR Officer based in Yangon.

He/ She will submit all leave and other movement plans to the Project Officer for his/her approval.

The DRR Officer is a member of the Project Management Team (PMT) and has to attend all project management team meetings in the project office and also attend to coordination meetings organized by line Departments and other stakeholders.

Major Responsibilities

Leadership in DRR

- Keeps the Project Officer updated, advised and informed regularly on all aspects of the emergency response and DRR program.
- Ensures the planning, implementation, monitoring and evaluation of DRR as outlined in the country strategy and project documents.
- Ensures understanding of engineering works not only for DRR mitigation activities but also for infrastructures improvement in which proposed by project sites
- Responsible for ensuring that project policies are compatible with international standards and the expectations of the donors.

Program planning, monitoring, evaluation and reporting.

- Prepare project emergency contingency plan alongside CBDRM actions plan and emergency preparedness and response plans under the instruction of his/her supervisor

- Prepare and incorporate disaster risk reduction specific plans and various proposals as appropriate.
- Works closely with other officers in accordance with the established policies and procedures and LWF PM&E standards.
- Represents LWF in technical working groups/cluster as appropriate.
- Supports to formulate and integrate climate change adaptation and environmental conservation activities in LWF country strategy as well as project documents.
- Contribute in preparing proposals to the organization for any changes in the program, including new opportunities for service, program changes to better meet the needs and possible scaling-up/down or handing over and termination of existing projects.
- Ensures program goals and objectives are met in a manner that is accountable to the people served and the donors.
- Confirms monthly situation reports, quarterly, annual and any other reports are of good quality, accurate, representative and timely.
- Designs training package, organizes training and perform as a trainer.
- Attends weather reports and disseminate to field office and initiate preventive measures as required
- Provides reports to and other information in a timely manner and to other stakeholders as required.

Procurement, logistics and property management

- In relation to disaster preparedness and emergency response involved in levels of procurement in the project sites by confirming specification of items to be supplied and checking the quality of items to be received at the community

Public relations with concerned stakeholders

- Represents LWF in coordination meeting and provide public relations information and visibility as called upon.
- Maintains the requisite consultative relationships with the relevant governmental authorities and other humanitarian agencies

Others

- Other activities as requested by the supervisor

Qualifications and Experience:

- University degree in development or a related field.
- Minimum four years of relevant experiences.
- Demonstrated management skills including staff management.
- Conceptual clarity on recent community development trends.
- Communication skill, both written and spoken in Myanmar and English.
- Computer skills – (Word/ Excel/PowerPoint).

Required Skills:

- Believes in respect to all.
- Commitment to work and live in remote villages.
- Team spirit and attitude of service.
- Eagerness to work with the people.
- Ability to work independently.
- Desire to learn from the people and teach them.
- Ability to drive motorbike in rugged mountain trails.
- Ability to walk in rugged mountain trails.

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 hr.lwf.mm@gmail.com and at any one of the following Lutheran World Federation Myanmar offices.

- 1) LWF- Yangon Office
No.44, 2nd Floor, Bishop's Home, Pyay Road, Dagon 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, Kayin State.
- 5) LWF– Ann Office
No.65, Minglar Street, 3 Ward, Ann Township (New Town).
- 6) LWF – Mrauk U Office
No. 0089, Lat Kaut Zay Quarter, Lat Kaut Zay Tract, Myauk U Township, Rakhine State.

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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: 28th February 2018; 5:00 pm