

Job Announcement – Re Announcement

Monitoring Officer – One Post Yangon

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:

The primary responsibility of the Monitoring Officer (MO) is to assist the Program Coordinator to manage monitoring, reporting and evaluation functions required for the organization. The MO will be based in Yangon and is required to be at least 50% of the time in the project areas.

Areas of Responsibilities

Monitoring

- Prepare and update reporting schedule sheet for all active projects
- Remind responsible staff to submit reports on time to respective Supervisors
- Remind supervisors to check reports and send to Program Coordinator/MO on time
- Visit projects sites to verify plan progress and check if the plans are on track
- Visit project sites to verify appropriate use of policies, systems, methodologies, procedures, empowerment tools (VSA, PHSA, VDP, PHDP, VCA, and others)

Reporting

- Submit visit reports to the Program Coordinator
- Remind field offices for Government reports (RRD, Natala...)
- In coordination with Admin Logistics Coordinator prepare routine reports as required by the Government departments and provide to Admin Logistics Coordinator

Data Base

- Upload and update information in to the Newdea online system
- Remind staff responsible to update information on Newdea to do so
- Maintain basic profile of existing project areas for ready to use
- Maintain updated data on project activities for ready to use
- Maintain updated profile of each State and Region for ready to use

Coordination and Networking

- Work closely with Accountability Officer
- Coordinate with all units, field offices and staff of LWF Myanmar
- Meet Government Departments and other stakeholders as appropriate in the project areas and Yangon
- Represent LWF Myanmar in coordination and networking meetings as assigned

System development and training

- Assist Program Coordinator to develop and review monitoring systems and tools as per the need of the projects and program
- Orient staff to use monitoring tools

Other's

- Perform any other duties as may be assigned by the Supervisor

Level of responsibility and authority:

The responsibility of this position is to make sure that LWF Myanmar monitoring, reporting and data base system is functioning effectively. It is a non-supervisory position.

Qualifications and Experience:

- Bachelor's degree plus 4 year experience or Master's degree plus 3 year experience in related field
- Understanding of accountability practices
- Ability to write reports in English
- Good computer skills (MS Office, Excel, Power point) in Myanmar and English language
- Desire to travel to remote areas of Myanmar

Classification and authority

The position will be based in **Yangon with Grade 5** of LWF Myanmar Salary Scale and frequently travel to field offices.

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.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 Tsp.

5) LWF– Ann Office

No. (16), Yadanar Street, 5 Ward, Ann Township.

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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 and certificates documents don't need to attach the in your application form.

Application Deadline: 18th May 2018; 5:00 pm