



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

The Lutheran World Federation Myanmar Program

JOB ANNOUNCEMENT

Position title: Assistant DRR Officer (ADRRO)
Responsibility level: Grade 4
Report to: CCCM 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. 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, the poor, and marginalized populations. LWF facilitates the people to practice inclusive decision-making and build effective local institutions. Through a rights-based empowerment process, LWF gives individuals, households, and self-reliance groups opportunity to gain skills and confidence to advocate with duty-bearers to claim their rights. Within the LWF Myanmar Strategy 2019-2024, our work spans the realms of humanitarian assistance, recovery, and integrated rural development, building upon four interrelated programmatic areas: Sustainable livelihoods; Access to quality services; Protection and social cohesion; and Systems and practices.

Job summary:

LWF commenced its humanitarian assistance to Internally Displaced People (IDP) of the Rakhaine State from 2013. Since then, it is extending its supports to people of Rakhaine through humanitarian and development projects. LWF Sittwe Office is a field office of LWF Myanmar with an opus of diverse aptitude of staffs as well as nature and stage of projects. Apparently, it is expected that the knowledge, virtue and skill of each staff will enrich the organizational learning environment and benefit individual staff as well as organization.

The role of the Assistant Disaster Risk Reduction Officer (ADRRO) is entrusted with the responsibility to understand essence of community-based disaster risk reduction in the project sites. The APCSO shall perform his/her duties to implement **“Protection and support to communities affected by displacement in central Rakhine State”** project within the framework of Project Partnership Agreement between LWF and UNHCR. The ADRRO is expected to ensure LWF Myanmar's consistency and coherence in his/her works, and promotes institutional learning and synergy. S/he is directly responsible with CCCMC. The ADRRO position is to based in Sittwe with frequent visit to the project sites.

Major Responsibilities:

Major Responsibilities	Performance Expectations
Leadership and human resources in DRR at organization and community levels.	<ul style="list-style-type: none"> Keeps the CCCM Coordinator updated, advised and informed regularly on all aspects of the emergency response, fire safety and community based and School based DRR program. Responsible for ensuring that project policies are compatible with international standards and the expectations of the donors. Develops early warning systems based on local context and orient social groups in IDP camp, host and nearby villages accordingly

	<ul style="list-style-type: none"> • Develops training/workshop models on DRR, Fire Safety and emergency response to the community groups • Works on the development of human resources (both at organization and community level) and assists communities to develop their resiliency in different kinds of disasters • Prepares and orients evacuation plans during disaster at organization and community levels (IDP camp, host village and nearby villages) • Assists Camp Management Committee (CMC), Youth Development Group (YDG), Parent Teacher Association (PTA) and other social groups to prepare and practice lifeline messages (translates in local languages) during emergency.
Program planning, monitoring, evaluation and reporting.	<ul style="list-style-type: none"> • Ensures the planning, implementation, monitoring and evaluation of DRR as outlined in the country strategy and project documents. • Prepares project emergency contingency plan (CP) alongside School Based Disaster Risk Reduction actions plan and emergency preparedness and response plans (EPRP) under the instruction of his/her supervisor • Prepares and incorporates DRR 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. • Contributes 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 (forecasts and possible impacts) reports and disseminates 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	<ul style="list-style-type: none"> • Ensure all expenses of programs under each budget lines at Sittwe and local implementing partners are in line with the approved budget and set norms. • Necessary actions are timely taken for any under and over expenses as per the guidance of donor partner and/or LWF financial management. • Work closely with finance and admin staff to ensure they have the information needed to support the project activities and keep it running smoothly. • Ensure that all items/materials regarding data collection and information management are well maintained and recorded properly. • Collect distribution list of the items immediate after distribution in given format and submit to finance/logistic with maintain a copy with project file.
Public relations with concerned stakeholders	<ul style="list-style-type: none"> • Represents LWF in coordination meetings and provides public relations information and visibility as called upon. • Maintains the requisite consultative relationships with the relevant governmental authorities and other humanitarian agencies

Level of Responsibility & Authority:

This is a Sittwe based management level position with responsibility for the Disaster Risk Reduction and Fire Safety activities of the Rakhine based project. The ADRRO works closely with the team. This position is classified at Grade 4 of the LWF Myanmar Program pay scale.

Job Requirements**Technical skills & Experiences:**

- Formal qualifications: Bachelor Degree in social science or development studies.
- Four years of related experiences in humanitarian or development field (if possible with refugee or IDP camps).
- Strong participatory leadership, management and interpersonal skills.
- Strong team building skills.
- Willingness to learn and travel to remote areas.
- Fluent spoken and written English language skills and computer literacy.

Desirable qualifications:

- The person should be able to work in collaboration with other government and non-government stakeholders.
- Familiarity with the host villages and IDP camps set up or is willing to learn.
- Experience and familiarity with DRR and development projects
- Willingness to live and frequently travel in camps and villages in Rakhine State.
- Cultural sensitivity, team spirit and a can-do attitude of service.
- Understanding of Conflict Sensitivity” and “Do No Harm” principles.
- Embraces the vision, mission, and values of the LWF Myanmar and is committed to work towards meeting its goals and objectives.

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 to hr.myanmar@lutheranworld.org or 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: 05th July 2024; 5:00 pm (MMT)