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World Service
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The Lutheran World Federation
Myanmar Program

JOB ANNOUNCEMENT

Position title: Education and Training Officer (ETO)
Responsibility level: Grade 5
Report to: National Education Coordinator
Duty station: Sittwe, with frequent field travel
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

The Education and Training Officer (ETO) is responsible for the overall implementation of the Education Project that includes planning, implementation, monitoring, and reporting. They represent the education programme to advocate for inclusive education in coordination forums at Sittwe level. This also involves resource mobilization, advocacy, and networking coordination.

An important responsibility of the ETO is to use education programme data to address inequalities between girls, boys, and children with disabilities. LWF strongly believes that ALL children should enjoy the right to a quality education so we must identify ways, together with the people we serve, to overcome the barriers that prevent children from completing school. LWF Myanmar’s “intentional gender and disability” project cycles include GDI strategies (gender equity and disability inclusion), and guidelines are to be followed and continually improved.

The Education and Training Officer is based in Sittwe but is required to undertake periodic supervision and monitoring visits to all camps and the host/nearby communities. The Education and Training Officer reports to the National Education Coordinator and directly supervises the education programme staff and volunteers. ETO will submit all leave and other movement plans to the National Education Coordinator for approval. The Education and Training Officer is a member of the area management team at area office level in Sittwe.

Responsibilities	Performance Expectations
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Project management and GDI leadership	<ul style="list-style-type: none"> • Ensure smooth implementation of assigned project(s) closely following proposal, log-frame, and methodologies • Ensure conformity with government requirements and LWF policies and procedures (EiE standards in TLS, CFS, NFE, and GFS) • Lead staff to implement intentional gender equity and disability inclusive project cycles • Ensure project team(s) use the SharePoint “Project Management Folder” for reporting, financial monitoring, progress monitoring, planning, financial management, activity management, and strategic communications • Make sure no project data is stored outside this repository, per LWF Data Security Policy; hold staff accountable to comply, including during appraisal • Review the “Integrated Progress Tracker” during each monthly meeting for planning all aspects of the project • Use the “Project Meeting Checklist” to manage monthly meetings systematically • Ensure that human interest stories, photo stories, and short films are planned and completed by half-way point in the project cycle • Ensure monthly reports, quarterly, annual and any other reports are of good quality, accurate, representative, and timely. • Use the “Programme” folder to find strategies, guidelines, activities, and templates.
Curriculum development and training	<ul style="list-style-type: none"> • Provide inputs to the Education Team in preparing training curriculum (both main & refresher) for TLS Teachers, NFE Facilitators and CFS Animators. • Organize training on regular basis for Teachers, Facilitators and Animators, including on GDI • Organize trainings for PTAs and SMCs • Lead design and facilitation of trainings and programming for Child Club/Peer Groups and enable the people to make their learning environment better and more inclusive
Human resource development and management	<ul style="list-style-type: none"> • Supervise, monitor, and mentor supervisees; help them grow as professionals • Hold staff accountable to their responsibilities, including during appraisals • Orient supervisees (and other staff) to their responsibilities, provide follow-up, and give honest probation appraisals • Ensure staff recruitment takes place when needed; make sure staff time is utilized effectively with accountability to donors and the people • Assist in Education Team (and other staff) recruitment, making fair and transparent recommendations to employ capable staff with gender balance ensuring that the skills of staff are developed and utilized • Prioritize building capacity of camp/community-based staff, respect, and learn from them how to make education more "acceptable" for the people • Contribute to decisions on staffing structure to enable the effective implementation of the planned activities
Financial and administrative management	<ul style="list-style-type: none"> • Validate the “Financial Monitoring Sheet” during every monthly meeting • Ensure all expenses align to the approved budget • Take immediate action any variance per donor and LWF requirements • Ensure finance and admin staff work closely with project team
Procurement, logistics and property management	<ul style="list-style-type: none"> • Review and update “Approved Procurement Plan” during monthly project meeting • Produce timely “Requisition Form” with detailed specifications • Ensure all items procured meet quality specifications
Advocacy and coordination	<ul style="list-style-type: none"> • Assist National Education Coordinator to coordinate and advocate effectively with partners, other agencies, and government • Represent LWF in coordination meetings, actively advocating for equal access to education • Assist National Education Coordinator to develop reports and other information in a timely manner Host visitors to project sites in a professional manner, with detailed planning, giving students, parents, and incentive teachers opportunity to speak
Others	<ul style="list-style-type: none"> • Identify areas where performance can be improved, including on GDI

	<ul style="list-style-type: none"> • Assist National Education Coordinator to negotiate with UNICEF and other agencies and inform Area Coordinator of funding opportunities • Provide inputs to develop proposals to the donors for any changes in the programme, including new opportunities and possible scaling-up of project. • Fulfil any other responsibilities as may be assigned or delegated by the National Education Coordinator and Area Coordinator/Officer-In-Charge
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Job Requirements

Education

- Formal qualifications (at least a bachelor’s degree) in education or social and development studies

Technical skills & experience:

- At least 5 years of experience in an education programme (if possible, with refugee or IDP camps or other development projects).
- Strong participatory leadership, management, and interpersonal skills.
- Demonstrated leadership & education programme development abilities & strategic thinking.
- Knowledge in participatory, rights-based community development, EiE, Child Friendly Approach, Disability inclusive education, CFSs, NFPE, NFE, literacy and vocational training, etc. or willingness to learn.
- Fluent spoken and written English language skills and computer literacy.

Desirable qualifications:

- The person should be able to work in collaboration with many other implementing agencies for the same cause.
- Familiarity with the EiE standards, CFS principles, CBPS theories or is willing to learn.
- Willingness to live in Rakhine.
- Cultural sensitivity, team spirit and a can-do attitude of service.
- Embraces the vision, mission, and values of the LWF Myanmar and is committed to work towards meeting its goals and objectives.

The Lutheran World Federation (LWF) and its World Service are dedicated to promoting children’s rights and ensuring that children’s welfare and physical security are recognized, safeguarded, and protected in accordance with international standards. Child protection is a central and fundamental aspect of LWF’s overall accountability towards affected populations and primary focus groups. Employment is subject to child protection standards including background checks and adherence to the LWF Code of Conduct regarding Sexual Exploitation and Abuse, Abuse of Power, Fraud and Corruption, and the LWF World Service Child Protection Policy.

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: 08th July 2024; 5:00 pm (MMT)