

PEACE AND DEVELOPMENT INITIATIVE-Kintha (PDI-KINTHA)
Vacancy Announcement

Job Title	Consortium Project Finance Coordinator – (Nexus Response Mechanism NRM Project)
Number of Post	1 post
Length of Contract	2 years (Fixed Term)
Duty Station	Sittwe, Rakhine State, Myanmar
Report to	Consortium Project Manager and Program Finance Officer
Benefit Packages	Between 1,700,000 MMK to 1,900,000 MMK + Communication Fee
Application Deadline	January 15, 2022, 05:00 PM
Start Date	As soon as Possible

About PDI-Kintha

The Peace and Development Initiative – Kintha (PDI-KINTHA) was founded in 2013 in response to outbreaks of communal violence in 2012 and the more organized anti-Muslim violence that followed. Initial projects and activities sought to address the deepening religious and ethnic divisions that followed.

Early on, we focused much of our energy on building trust not only between communities affected by conflict, but also between community members and our staff. Through sports, music, and art activities we sought to transform attitudes driving conflict, raise awareness of issues underlying the conflict, and build skills to transform conflict.

We work with conflict-affected populations from central and northern areas of Rakhine State; however, following military clearance operations in August 2017 that lead to an exodus of over 600,000 people to Bangladesh and the subsequent barriers to access, we were forced to adjust the geographic focus area of some of our projects. We currently have 58 staff members implementing peace building, education, and social cohesion activities in Sittwe, Buthidaung, Kyauk Taw, and Mrauk-Oo townships (of central and northern areas of Rakhine State) as of January 2019.

Role purpose

- To manage the whole NRM project budget and contribute to the finance function of PDI's programme.
- To be responsible for the effective financial management including budgeting, monitoring and reporting and auditing of NRM funded project.
- To improve the capacity of PDI programme staff to understand both PDI's and institutional donors' financial policies and procedures and to ensure financial policy and procedures are adhered too.
- The position is expected to work closely with the PDI's finance team and set up standards of good financial practices.
- The position will also provide financial capacity building support to the partners as required.

Role context

- The role holder contributes to the development of the financial management at the PDI's office level.
- The role is responsible for the NRM funded project's financial budgeting and reporting in the office as well as assisting the effective implementation of any relevant institutional donor programme by ensuring sound financial accounting and management.
- Financial monitoring of partners project and programme will be one of the responsibilities of this position.
- This position will be part of the PDI-Kintha's finance team and will report to the Program Finance Officer.

Key outcomes

- Preparing robust financial reports NRM funded project and ensures all donor and PDI's requirements have been met.
- Budgets are prepared and monitored for partners and PDI's own costs against relevant institutional donor funding.
- Maintain good working relationships with partners and PDI
- Ensure effective conduct of internal and external audits on PDI and partners
- Manage the office budgets, including planning, forecast and phasing in adherence to PDI financial policies.
- Partners practice high standards of financial reporting and compliances
- Ensure internal and donor compliances

Essential

Specialized knowledge of finance. Intellect or qualifications equivalent to level of degree.

- Experience in financial management of multi-partner, large and complex programmes.
- Knowledge of institutional financial donor requirements.
- Experience of dealing with institutional donor fund accounting
- Knowledge of local financial standards and legal framework.
- Experience of writing and reviewing financial reports.
- Experience of creating and monitoring budgets and working with compliance regulations.
- Considerable experience in delivering financial training using different methodologies.
- Self-motivated, thorough and accuracy oriented
- Knowledge of local partners/NGOs and development.
- Advanced use of Excel and word processing packages.

How to apply

Applicants have to send the CV/resume and a ONE PAGER cover letter explaining your interest in the position and why you are eligible. Applicant must also provide the contact information of TWO professional references. The deadline for submitting application and related documents (Microsoft Word or pdf Version) is by Saturday, January 15, 2022 to recruitment@kintha-pdi.org and cc to administration_coordinator@kintha-pdi.org.

Applications will only be accepted online and ensure to mention the applied position in Subject. Please note cv/resumes will not be considered for shortlisting. Only short-listed candidates will be contacted. If you have not been contacted by 30th January 2022, please assume your application was unsuccessful.