

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

Job Title	<b>Project Assistant (GBV Prevention)</b>
Number of Post	1 post ( <b>preferred Male</b> )
Length of Contract	7 Months (extendable)
Duty Station	Sittwe, Rakhine State, Myanmar
Report to	Project Officer
Benefit Packages	Basic Salary 600,000 MMK & other allowances
Application Deadline	February 25, 2022, 05:30 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.

**Position Summary**

- This position is an exciting opportunity to take on a role within PDI-Kintha’s Baydar team to support the team in all of its operational activities and the role of to support Baydar team. The responsibilities of a project assistant (GBV prevention) include conducting GBV awareness training, supporting area focal, leading men session, regularly field trip and coordinating with village’s leader/ administrator.

## **Duties and Responsibilities**

- Make sure to keep the documents related Baydar project's confidence
- Manage/ support the area focal in recruiting participant process
- Coordinate with team and check the training materials in advance before going on field trip
- Regular go to project targeted area and conduct the awareness training
- Superior the safety of beneficiaries and give advice positively if needed
- Track/ follow up the alumni participant for the annual review meeting
- Check the project work plan and submit monthly report to project officer which report includes project activities progress & challenges
- Disburse salary for the area focal staff monthly
- Collaborate with GBV Project Officers and Coordinators to streamline procedures and develop ways to improve program efficiency
- Promote GBV Guiding Principles of safety, confidentiality, nondiscrimination and respect throughout all Baydar project activities
- Cooperate closely with Project staff on project management including implementation, monitoring, reporting and evaluation as well as information and administration systems.
- Ensure that good communications are maintained between all relevant stakeholders

## **skills and experiences**

- Bachelor degree or equivalence work experiences are required. (Community school diploma or degree is also acceptable.)
- Minimum 2 year' experience in a position with similar responsibilities, preferable with an international organization, or a local organization
- An understanding of basic gender-based violence (GBV) and women's protection concepts and an interest in reducing GBV in the community.
- Computer literacy, including use of Microsoft Word and Excel.
- Able to communicate clearly and effectively with colleagues and external partners
- Strong interpersonal communication skills and proven problem-solving and negotiation skills.
- Willingness and ability to travel to project sites
- Ability and willingness to perform assigned tasks and duties under time pressure.
- Good communication in English language skills
- Respect the culture and life styles of the target groups.
- Strong passion and commitment for the values, vision and mission of PDI-KINTHA

## **How to apply**

Applicants have to send the CV/resume and a ONE PAGE 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 Friday, February 25, 2022 to [recruitment@kintha-pdi.org](mailto:recruitment@kintha-pdi.org).

**Applications will only be accepted online. Please note cv/resumes will not be considered for shortlisting. Only short-listed candidates will be contacted. If you have not been contacted by 15<sup>th</sup> March 2022, please assume your application was unsuccessful.**