

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

Job Title	Project Officer
Number of Post	2 posts
Length of Contract	1 year (Extendable)
Duty Station	Thandwe, Rakhine State, Myanmar
Report to	Project Coordinator
Benefit Packages	Salary 750,000 MMK + Other Allowances
Application Deadline	March 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 60 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.

Project Summary

PDI-Kintha focuses much of their expertise on building trust not only between communities affected by conflict, but also between community members and their own staff members. Through sports, music, art activities, and psychosocial support they pursue to transform attitudes driving conflict, raise awareness of issues underlying the conflict, and build skills to transform conflict.

PDI-Kintha plans to implement 28 music making, 40 sport events, 10 culture food show events and 28 Psychosocial support sessions through using experiential learning methodology in 45 mixed communities in Thandwe township, southern Rakhine State. The project aimed to reach out 2120 children, adolescents, parents, and community educators at the end of project. These activities would help young children and youths to stimuli all three learning domains (cognitive, affective

and psychomotor) that is important for their development to the fullest, this is one of the key elements to learning together project. This project is funded by UNICEF.

Position Overview

Reporting to the Project Coordinator, the project Officer will be responsible for ensuring effective implementation of the project's activities and task assigned to attain goals and objectives of implanted project from project initiation to closeout. She/he will oversee project work plan, performance, participating in project planning, budgeting, monitoring, and coordinating with other implementation partner under learning together project, reporting and programme development in project site.

Duties and Responsibilities

- With guidance from Project Coordinator, initiate planning for project (Operational Planning, Budgeting and project documentation)
- Assist Project Coordinator to develop work plan with partners if necessary
- Coordinate with the team and partner under learning together project to conduct capacity building.
- Responsible for supporting the programme's advocacy plan
- Actively assist and participate in project events (meetings/workshops/trainings/ coordination in targeted community)
- Undertake the project's administration tasks cooperate with Admin team members as and when necessary,
- Report on project activities and expenditure as requested by the Project Coordinator and according to project timeframes
- Submit monthly work plan and report to project Coordinator
- Report to Project Coordinator any of changes which impact to our project implementation in targeted area/ community
- Responsible for monitoring and supervision of activities implemented in the project's sites to ensure effective implementation.
- Supervising and recording project activities expenditure against budget
- Responsible for managing project database and other M&E tools cooperating with team
- Provide technical support to project team and partners if needed
- Lead and facilitate the project activities by collaborating with team
- Preparing and facilitating together with project team, consultant and local partner to plan, design and conduct workshops and trainings.
- Maintain good working relationship with staff, partners, community members and other stakeholders
- Collaborate with M&E staff regarding the impact of project measured effectively.

Skills and competencies requirements

- Minimum of three years' experience in project management, lead in project implementation and report writing
- Bachelor degree or equivalence work experiences are required. (Community school diploma or degree is also acceptable.)
- Must be experienced and knowledgeable on Psycho Social Support, Social Cohesion and Complaint Feedback Mechanism
- Fluent written and spoken English and advanced writing skills.
- 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.
- Strong passion and commitment for the values, vision and mission of PDI-Kintha
- Able to work with diverse ethnic and religious groups
- Must be able to work independently while being a strong team player.

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, March 25, 2022 to recruitment@kintha-pdi.org.

Applications will only be accepted online. Only short-listed candidates will be contacted. If you have not been contacted by April 15, 2022, please assume your application was unsuccessful.