

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

Position Title	:	Project Assistant (Protection)
Number of Post	:	2 posts
Type	:	Full Time; 12 months contract
Report to	:	Project Officer
Duty Station	:	Sittwe, Rakhine State
Benefit Packages	:	Benefit packages will be attractive
Application Deadline	:	June 11, 2021, 17:30 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 45 staff members implementing peacebuilding, education, and social cohesion activities in Sittwe, Buthidaung, Kyauk Taw, and MraukOo townships (of central and northern areas of Rakhine State) as of January 2019.

Project Summary

This project will be led by Action Aid Italy's partner in Myanmar, Action Aid Myanmar, and Christian Aid to equip local civil society organizations (CSOs) and community-based front-line emergency actors and self-help groups (CBOs) with the resources to prepare and respond to crises. This action will enable local communities to design responsible, adaptable and accountable responses to crises – community- and women-led responses as dynamic and incisive as the conflict-induced crises and natural disasters are destabilizing and unpredictable and further exacerbated by the COVID-19 pandemic. This action has three components: 1) Local actors' skills, capacities and knowledge are enhanced to lead responsibly managed, women-led first-line emergency responses; 2) Township contingency and response plans based on locally-led risk analysis are established in key township response hubs and 3) establishing the first-of its kind Rakhine First Line Response Mechanism to support unmet humanitarian needs and early recovery efforts. In total, 67,114 IDPs and crisis-affected people, 55 key stakeholders (local authorities, private sector, religious entities, community groups) and 23 local front-line emergency organizations will benefit from this action: empowering communities, designing

local responses, strengthening collective action and tackling power imbalances, thus laying the foundations for resilience against future crises.

Duties and Responsibilities

Project Management

- Assist in the implementation of PDI-Kintha policies and procedures
- Provide overall leadership and management of the project
- Maintain records and databases of activities
- Undertake regular field visits to project sites in order to monitor and assess the progress
- To monitor the progress of a project against agreed and documented time and budget targets while ensuring appropriate quality standards are maintained;
- Compile monthly narrative and financial reports (as per M&E plan)
- Oversee the day-to-day operation of the project
- Collaborate with Project Coordinator to streamline procedures and develop ways to improve program efficiency in an organized and timely fashion
- Cooperate closely with project staff on project management including implementation, monitoring, reporting and evaluation as well as information and administration systems
- Collaborate closely with the local partner CSO and provide the technical support
- Plan the township emergency response plans based on locally-led analysis established
- Develop contingency plan/ community action plan including disaster preparedness plan with risk mitigation measures
- Advocate based on township emergency response plan including disaster preparedness plan
- Lead the township level coordination hub
- Develop the protection referral mapping for 4 townships in Rakhine State
- Establish the community feedback mechanism
- Conduct performance review of the project staff
- Other duties as assigned.

Reporting and communication

- Ensure that good communications are maintained between all relevant stakeholders
- Build relationships with village leaders and local CSOs to identify, understand and convince (or where necessary contain) local agents that are not receptive to PDI-Kintha mission
- Develop and maintain strategic relationships with the key organizations including government, partners, donor agencies, UN, NGOs and other organizations in Rakhine and participate in forums and meetings to foster collaboration with the relevant organizations and agencies
- To contribute to and support positive morale within project team

Skills and competencies requirements

The candidate should have the following skills and competencies.

- Bachelor degree or equivalence work experiences are required. (Community school diploma or degree is also acceptable.)
- Working experience in an office environment, facilitation or operations.

- An understanding of facilitation and an interest in promoting social cohesion in the community.
- Computer literacy, including use of Microsoft Word, Excel and PowerPoint
- 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
- Able to work with diverse ethnic and religious groups
- Willingness to work overtime as the situation demands
- Other duties as assigned

How to apply

Applicants should send their CV/resume and a ONE PAGE cover letter explaining their interest in the position and why they are qualified. 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, June 11, 2021 to recruitment@kintha-pdi.org.

Only shortlisted candidates will be notified for a personal interview.