

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

Position Title	:	Project Assistant (Respond)
Number of Post	:	1 post
Type	:	Full Time; 3 months contract (October 1, 2019 to December 31, 2019)
Report to	:	Protection GBV Project Officer
Duty Station	:	Sittwe, Rakhine State
Benefit Packages	:	Benefit packages will be attractive
Application Deadline	:	September 25, 2019, 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.

**About Gender Based Violence Project**

As part of the UNFPA-funded component of the program, IRC has partnered with PDI-KINTHA. IRC will provide PDI-KINTHA with technical training and capacity building in GBV, with a focus on outreach and gender sensitive programming through PDI-KINTHA's existing activities. This will include but not be limited to trainings on GBV and technical components of response and prevention, with a focus on mentorship and on-the-job trainings at Women's and Girls Centers of partner organization. Technical training will provide a foundation of GBV response activities, but will focus on outreach and prevention curriculums and activities which PDI-KINTHA can integrate and build on through their own community engagement and peace-building work in their sites. Alongside technical capacity building and mentorship, partner organizations will support PDI-KINTHA in the implementation of a peace-building project targeting women and girls of different communities.

**Duties and Responsibilities**

- Assist in the implementation of PDI-KINTHA policies and procedures
- Maintain records and databases of activities
- Undertake regular field visits to project sites

- Reimburse for in camp transportation for field staff
- Support in delivery of office supplies, equipment and materials into project site
- Compile and submit weekly and monthly activity data and case data to respective Officers, Sr. Officers, Managers
- Promote GBV Guiding Principles of safety, confidentiality, nondiscrimination and respect throughout all WPE activities
- Communicate regularly with GBV Officers and Coordinators to ensure that the program's operational needs are met in an organized and timely fashion
- Collaborate with GBV Project Officers and Coordinators to streamline procedures and develop ways to improve program efficiency
- Support M&E Officer for keeping documentation in as systematic manner
- Support monthly narrative and financial reports (as per M&E plan)
- Cooperate closely with Project staff on project management including implementation, monitoring, reporting and evaluation as well as information and administration systems.
- Cooperate closely with finance departments regarding cash advance request and cleaning voucher
- Ensure that good communications are maintained between all relevant stakeholders
- Other duties as assigned

### **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, logistics or operations.
- 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
- Able to work with diverse ethnic and religious groups
- Willingness to work overtime as the situation demands

### **How to apply**

Applicants should send their CV/resume, 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 Wednesday, September 25, 2019 to [recruitment@kintha-pdi.org](mailto:recruitment@kintha-pdi.org).

**Only shortlisted candidates will be notified for a personal interview.**