

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

Position Title	:	HR Assistant
Number of Post	:	1 post
Type	:	Full Time; 8 months contract (October 1, 2019 to May 31, 2020)
Report to	:	Administration Coordinator
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.

Duties and Responsibilities

- Assist in the implementation of PDI-KINTHA policies and procedures
- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.)
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc.)
- Deal with employee requests regarding human resources issues, rules, and regulations
- Coordinate HR projects (meetings, training, surveys etc.) and take minutes
- Coordinate communication with candidates and schedule interviews

- Conduct initial orientation to newly hired employees
- Assist our recruiters to source candidates and update
- Communicate with public services when necessary
- Maintain records and databases of activities
- Compile and submit weekly and monthly activity data and case data to respective Officers and Managers
- 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.)
- Degree in Human Resources or related field
- Basic knowledge of labor laws
- Working experience in an office environment, logistics or operations.
- 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
- Proven experience as an HR assistant, staff assistant or relevant human resources/administrative position

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

Only shortlisted candidates will be notified for a personal interview.