



People for People



## Vacancy Announcement

Position Title	:	Project Coordinator (2020 Election Observation and Monitoring Project)
Number of Post	:	1 post
Type	:	November 1, 2019 to September 30, 2020 (Extendable)
Report to	:	Steering Committee
Duty Station	:	Sittwe, Rakhine State
Benefit Packages	:	Benefit Packages will be attractive
Application Deadline	:	October 29, 2019, 17:30 pm
Start date	:	November 1, 2019

### About Partner Organizations

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. PDI-Kintha has 45 full-time staffs and 12 part-time staffs. PDI-Kintha has an advisory board which includes five members of national. The board oversees and provides advice to the PDI-Kintha.

The **Wan Lark Foundation** was found in 2010 by Rakhine activists and ex-political prisoners. WLF focuses on human rights education and humanitarian, and has over 30 staff in Sittway.

The **People for People (PFP)** was found in 2012 by exile group and focuses on humanitarian and development in Rakhine State. It has over 58 staff.

The **Rakhine Youth New Generation Network (RYNG-N)** was found in 2013, in which 19 youth organizations are involved. 2 members of each organization are core member of RYNG which is located in Sittway.

### Project Description

The Peace & Development Initiative-Kintha (PDI-Kintha) will use donor support for a coordinated campaign to enable citizens in Arakan State to become more active and informed participants in their country's political processes and to foster collaboration in strengthening the integrity and credibility of Arakan State's electoral processes, including the empowerment of a locally led network of election monitors. An alliance of CSOs will conduct a range of activities including a voter education program and the initial preparations for an election monitoring and reporting mission. This project work will be led by the Peace & Development Initiative-Kintha (PDI-Kintha) in partnership with 3 other local CSOs namely, People for People, the Wan Lark Development Foundation, and the Rakhine Youth New Generation - Network (RYNG-N). Throughout the program, the alliance will consult with the People's Alliance for Credible Elections (PACE), and the Myanmar Election Observation Network, to ensure a close calibration of awareness-raising materials and electoral monitoring procedures.

## **Project Objectives**

- To enable citizens in Arakan State to become more active and informed participants in their country's political processes
- To foster collaboration in strengthening the integrity and credibility of Arakan State's electoral processes, including the empowerment of a locally-led network of election monitors

## **Purpose of this position**

To provide supervising programs, financial, administrative and logistical support, coordinate events, assist with the preparation of documents and maintain records and files for the project.

The project coordinator is heading the management team and overall in charge of the daily operations, finance & administration, Public Relations and communication and supervising on program and projects implementation activities. He/she is responsible for implementing long term strategic planning, as well as vision and decisions of the director. He/she delegates duties and responsibilities in a cooperative way to the staff to keep them interested and motivate. The program coordinator constantly strives to improve the current processes and its people for the future.

## **The Main Duties and Responsibilities of Incumbent Include:**

### **Office Management**

- To manage and oversee the network's office and supervising on implement of project activities under directions guidance of Steering Committee
- To store and manage Network staff's contract files and maintain office files
- To maintain office space and manage office bills (including electricity, office rental, etc..)
- To maintain office equipment and anticipate supply and equipment needs

### **Financial Management / grant management / supervising on program and project activities**

- To assist to develop proposal / budget with steering committee
- To meet with existing and potential donors, NGOs, INGOs, media and other related organizations with network steering committee
- To manage finance to meet donor guidelines
- To collect financial reports and mange expenses reports from partners who are using network funds and then review, summarize and present overall reports to steering committee
- To mentor and guide the program and project activities under direction guide of network's vision and mission
- To lead the weekly meeting with project staff

### **Writing and Documentation**

- To assist in the writing of network's reports and documenting news update
- To help conceptualize and strategic implementation of network's project and programmes

### **Public engagement / networking**

- To lead sessions and provide input at workshops and training on revenue transparency, corporate accountability, investment and its impacts and other related issues
- To liaise with other network staffs, and alliances, NGOs, INGOs, and other CSOs/CBOs to ensure effective network's implementation
- To lead the project's matters which are related to government such as travel authorization

### **Professional Development**

- To conduct self-study on Elections related issues with the Steering committee

### **Reporting**

- To submit quarterly donor report by approving of steering committee
- To report the work plan of the project staffs to steering committee

### **Skills and competencies requirements**

The candidate should have the following skills and competencies.

- Bachelor degree is required. (Community school diploma in Social Science or degree is also acceptable.)
- Minimum of 2-3 year programming, administrative & finance experience working on related elections and human rights environmental NGO.
- 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
- Excellent communications skill in English and Myanmar (Oral & Written)
- 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 who met the above criteria are highly recommended to send their CV/Resume, a one Page Cover Letter explaining their interest in the position and why they are well qualified. Applicant must also provide the TWO professional references. The deadline for submitting application and related documents (Microsoft Word or PDF Version) is by Tuesday, October 29, 2019, 17:30 pm, direct to [recruitment@Kintha-PDI.org](mailto:recruitment@Kintha-PDI.org).

**Only short listed candidates will be notified for a personal interview.**