



People for People



Vacancy Announcement

- Position Title : Project Officer (2020 Election Observation and Monitoring Project)
- Number of Post : 1 post
- Type : Full Time
- February 1, 2020 to September 30, 2020 (Extendable)
- Report to : Steering Committee
- Duty Station : Sittwe, Rakhine State
- Benefit Packages : Benefit Packages will be attractive
- Application Deadline : January 27, 2020, 17:30 pm
- Start date : February 1, 2020

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 52 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

Main Duties and Responsibilities

- Assisting the project coordinator in providing technical and administrative support for program-making and capacity-building activities relating to election monitoring process;
- Working closely with the Project team and technical staff to support the making, maintenance and closure of project development;
- Assisting the Project Coordinator and Strategic Information and in the development of Project activities for election issues;
- Assisting the project coordinator in maintaining good relations with the project's election monitoring training
- Working with the project coordinator, network steering committee and the whole project team to develop project work plans including elections-related M&E (monitoring and evaluation) plan;
- Assisting in liaising with and monitoring and evaluating the grant projects;
- Developing and maintaining relationships with local CSOs and media journalists and outlets as well as other project stakeholders;
- Managing and storing relevant documents and files;
- Helping with the writing of project reports, publicity material and other documentation;
- Submitting the monthly work plan and estimated budget to project coordinator including the work plan of other project staffs
- Collaborate closely with the Finance team on timely and accurate submission of financial reports
- Collaborate the project budget in line with financial guidelines and policy
- Collaborate expenses, cash transfer, summary of working advance for all activities

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 1-2 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
- Good 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 Monday, January 27, 2020, 17:30 pm, direct to recruitment@kintha-pdi.org.

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