

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

Position Title	:	Logistics
Number of Post	:	1 post
Type	:	Full Time; 7 months contract (June 1, 2020 to December 31, 2020) Extendable
Report to	:	Administration Coordinator
Duty Station	:	Sittwe, Rakhine State
Benefit Packages	:	Benefit packages will be attractive
Application Deadline	:	May 25, 2020, 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
- Arrange transportation for PDI- Kintha's staff, donors and partners
- Arrange training room for all activities of PDI-Kintha
- Take picture in workshops and events of PDI-Kintha
- Collect quotation for the purchases of equipment
- Ensure that every staff to sign in staff attendance book and vehicle
- Ensure that every visitors to sign in visitor logbook
- Lead in travel authorization process monthly
- Cooperate with finance team in purchasing procedures and clearance of vouchers
- Order drinking water regularly and office materials
- Support project teams in the training with regard to the implantation of logistics procedures
- Ensure the filing and archiving of logistics documents
- Participate in the drafting of a supply plan per project
- Set up and check on the regular updating of stock data base
- Set up and supervise the physical management of stocks and storage premises

- Ensure the installation, maintenance, monitoring and traceability of equipment (Computer, power-supply, communication, motorbike, etc..)
- Check email regularly and ensure internet access is available
- Attend weekly meeting regularly
- Train program staff on how to handle equipment and draft procedure for use
- Search for and identify available premises
- Manage the maintenance of premises
- Monitor the premises' utility contract costs (water, electricity, etc..)
- Ensure the premises are secure (locking systems, first aids kits, exiting)
- Circulate information concerning the security of travel, equipment and premises with the program
- 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.
- 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 Monday, May 25, 2020 to recruitment@kintha-pdi.org

Only shortlisted candidates will be notified for a personal interview.