

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

Position Title	:	AI Alumni Relation Assistant
Number of Post	:	1 post
Type	:	Full Time; 12 months contract
Report to	:	AI Project Officer
Duty Station	:	Sittwe, Rakhine State
Benefit Packages	:	Benefit packages will be attractive
Application Deadline	:	October 16, 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 46 staff members implementing peace building, 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 Akyab Institute (AI)**

The Akyab Institute (AI) was established by 2017 and it offers a one-year intensive training program in effective leadership, social issues, civics education, life skills, peace building, human rights, English language, and other technical skills. The program provides knowledge, skills and confidence that allow participants to take advantage of the opportunities that are available to them.

**Position Summary**

The alumni relations student assistant will provide support to the project of advancement by assisting with alumni and donor relations including event management, outreach and record maintenance. This position will also assist with social media and e-communications for Akyab Institute.

## **Duties and Responsibilities**

- Assist in the implementation of PDI-Kintha policies and procedures
- Maintain records and databases of school activities. Data entry into the Alumni database. Assist in coding and updating information. Including alumni events, alumni attendees, and alumni volunteers.
- Supporting the vision, mission, goals and values of the organization in all areas of the job as best able.
- Being available to alumni for feedback and consultations that will support them in their career development.
- Actively participate in weekly meetings/conference calls with the AI Officer, Coordinator, Organization Director, and program staff/consultants.
- Participating in teacher training/workshops.
- Submitting the weekly work plan, and weekly report to the project officer regularly.
- Ensure that good communications are maintained between all relevant stakeholders. Networking and building relationship with different stakeholders /CSOs/INGOs/NGOs/and higher education programs
- Keeping confidential to the alumni's information and relevant with school's data
- Organize and manage for each batch internship program for students
- Organize alumni conferences, meetings, and students exchange programs.
- Communicate bi-monthly with alumni and write reports to project officer.
- Update and maintain Alumni movement/ tracking on Akyab page.
- Organize alumni sharing sessions and scholarship opportunities sharing sessions.
- Other duties as assigned.

## **Skills and competencies requirements**

The candidate should have the following skills and competencies.

- At least 2 years' experience with the relative work
- Preferred University graduate of English Major or Social Science and/or other relevant courses
- Fluency in Burmese Language and strong competency in English Language
- Able to create positive/supportive working environment
- Able to work with diverse ethnic and religious groups
- Independent, self-motivated and reliable in carrying out professional duties
- Highly organized, hardworking and results oriented
- Good interpersonal and communication skills and ability to work as a member of a team
- Proficiency in MS Office, Internet Applications & Email
- Demonstrated experience counseling and mentoring students desired
- Ability and willingness to perform assigned tasks and duties under time pressure.
- Willingness to work overtime as the situation demands
- Strong passion and commitment for the values, vision and mission of PDI-KINTHA
- Able to communicate clearly and effectively with colleagues and external partners

**How to apply**

Applicants should send their CV/resume and 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 Friday, October 16, 2020 to [recruitment@kintha-pdi.org](mailto:recruitment@kintha-pdi.org).

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