

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

Job Title	<b>Consortium Project Manager – (Nexus Response Mechanism NRM Project)</b>
Number of Post	1 post
Length of Contract	2 years (Fixed Term)
Duty Station	Sittwe, Rakhine State, Myanmar
Report to	Executive Director
Benefit Packages	Between 2,200,000 MMK to 2,400,000 MMK + Communication Fee
Application Deadline	January 15, 2022 (05:00 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 58 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.

**Description of the project**

Project titling: *“Enhancing the capacity of conflict affected communities, IDPs and related civil society organisations on participatory humanitarian-development-peace nexus programming in reducing vulnerability and increased resilience in Rakhine, Myanmar”* is funded by The Nexus Response Mechanism Program <https://www.nexusresponsemechanism.org/> . This consortium NRM Project is led by The Peace and Development Initiative (Kintha) <https://www.kintha-pdi.org/en> together with AHCT members comprised of Peace and Development Initiative (PDI-Kintha), Scholar Institute (SI), Rakhine Youth New Generation (RYNG), Rakhine Ethnic Congress (REC), Rakhine Women’s Initiative Organization (RWIO), Wan Lark Development Foundation (WLDF) and Christian Aid (CA). The Nexus Project aims to enhance the capacity of conflict affected communities, internally displaced people and related CSO institutions in Rakhine

for participatory nexus programming to ensure dignified and localized emergency assistance, access to educational opportunities, livelihood, and built-up local capacities for peace.

### **About the role**

The post holder will be responsible for project delivery of NRM Project initiative in Rakhine, and will be based in Sittwe, Myanmar with substantial amount of travel and stay at field locations. He/she must be a highly motivated, passionate and experienced humanitarian, development and peacebuilding professional with a track record in managing emergency, development and peacebuilding projects and working with and supporting local partners, community-based groups or civil society organizations on operations, programme management, people management and advocacy initiatives. The post holder will work with partner organizations in ensuring that the delivery of humanitarian, development and peacebuilding is coordinated effectively in line with the prescribed project strategy along with project measurement framework, NRM Rakhine Program Framework and in compliance with donor requirements. He/she will coordinate with peers and partner agencies, internal and external networks, clusters and coalitions at the country and state level. The role requires both internal and external coordination and will have close coordination with the partners key project focal. The role holder is expected to engage widely with external stakeholders and strengthen PDI's programme portfolio on humanitarian, development and peacebuilding in Rakhine.

### **About you**

The PDI-Kintha is inviting applications on rolling basis from experienced, dynamic, passionate, and highly motivated humanitarian, development and peacebuilding professional for the position of Consortium Manager to be based in Sittwe, Rakhine. If you have solid hands-on experiences of working with partners and communities in conflict and fragile settings and that you have proven ability to withstand and manage risks to provide assistance to communities, this position is best suited for you.

The Consortium Project Manager will contribute to overall management of the NRM supported project in Rakhine, Myanmar. PDI-Kintha is a member of the consortium with AHCT and Christian Aid for a NRM supported initiative in Rakhine which aims to enhance the capacity of conflict affected communities, internally displaced people and related CSO institutions in Rakhine for participatory nexus programming to ensure dignified and localized emergency assistance, access to educational opportunities, livelihood, and built-up local capacities for peace. As a Consortium Manager, you are in-charge of the development, quality implementation and monitoring of NRM Project and will be responsible for the organizational capacity strengthening of PDI-Kintha's partners, enabling them to implement the rapid, effective and principled response to humanitarian, development and peacebuilding interventions and ensuring that this is in line with the prescribed strategy. You will ensure that project activities are undertaken within the delegated budget and time frame and resources are responsibly used for the delivery of quality, accountable and impactful service to targeted communities. You will be PDI-Kintha's representative in relevant forums and groups in Rakhine and will be engaging with stakeholders, donors and partners. You will be expected to contribute to the promotion of the PDI's brand through its communication initiatives and fundraising efforts.

### **Primary Skills**

- Post-graduate degree in social/political sciences, developments or in a humanitarian assistance or peacebuilding related field
- 5 years of project management experience (planning, monitoring, evaluation) in humanitarian context, including in a leading position.

- Strong experience in monitoring and evaluation of complex projects.
- Experience in organizational representation, coordination and liaison.
- Experience in narrative and financial reporting on complex projects to international donors.
- Experience in implementing projects within partner networks or consortia
- Willingness and ability to travel to all field locations
- Conflict sensitivity and proven experience in working in conflict affected areas
- Excellent conceptual, planning, organizational, and leadership skills.
- Excellent communication, negotiation and problem-solving capacities.
- Fluency in English (written and spoken), knowledge of Rakhine language is an advantage.
- Strong computer literacy.
- Ability to manage stress, multi-task and take decisions.

### **Key outcomes**

- Establishing coordination mechanisms with consortium members and partners of NRM funded project for effective delivery of project with high impact.
- Ensuring compliance with humanitarian and financial policies and procedures, particularly, the reporting requirements for NRM.
- Planning and organizing monitoring visits by NRM along with the respective representatives of the consortium member and partners.
- Providing support to the programme team to ensure that project resources and activities delivered within budget and timeframe and delivered to the highest standards in line with the divisional and organizational strategy
- Supporting partners to achieve goals and objectives through capacity building, best practice guidance and good working relationships.
- Overseeing the monitoring, evaluation and learning in the project through accurate and effective reporting, evidence collection and documentation, sufficient partner support and established information sharing actions
- Ensuring that all receipts, reports and other documentation required by NRM from partners are accurately recorded and filed (monthly, interim report, and final report) both manually and electronically.
- Overseeing administrative systems and procedures, including providing support in collating and compiling financial reports as per NRM requirements, in accordance with the prescribed framework.
- Regularly meet the local partner to organize joint programmatic activities.
- Consistently monitor partners' activities to ensure the upholding of the highest quality standards.
- Review partners technical and financial reports, in collaboration with the project administrator.
- Plan and organize capacity building activities for the local partner.

### **Administrative and financial management**

- Plan all expenditures in collaboration with the Project Administrator/ Administrative Coordinator.
- Regularly monitor all incurred expenditures on the activities budget.

### **Reporting**

- Ensure the preparation, in compliance with the deadlines, of all financial and narrative reports – interim and final – expected by the project in coordination with partners’ key focal and finance managers.
- Is responsible for the preparation of all formal communication and contract modifications requests (ex. budget modification) of the project to the donor.

### **How to apply**

Applicants have to send the CV/resume and a ONE PAGER cover letter explaining your interest in the position and why you are eligible. 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 Saturday, January 15, 2022 to [recruitment@kintha-pdi.org](mailto:recruitment@kintha-pdi.org) and cc to [administration\\_coordinator@kintha-pdi.org](mailto:administration_coordinator@kintha-pdi.org).

**Applications will only be accepted online and ensure to mention the applied position in Subject. Please note cv/resumes will not be considered for shortlisting. Only short-listed candidates will be contacted. If you have not been contacted by 30<sup>th</sup> January 2022, please assume your application was unsuccessful.**