



Peace and Development Initiative – Kintha (PDI-Kintha) Vacancy Announcement (Urgently Required)

Job Title	: National Trainer (Financial Management Training)
Number of Post	: 1 post
Duration	: A total of 4 working days in third week of May 2019
Report to	: Executive Director and Program Manager of PDI-Kintha
Location	: Sittwe, Rakhine State, Myanmar
Application Deadline	: May 2, 2019 (Wednesday), 17:30 pm

Background

About the PDI-Kintha

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 41 staff members implementing peacebuilding, education, and social cohesion activities in Sittwe, Buthidaung, Kyauk Taw, and Mrauk Oo townships (of central and northern areas of Rakhine State) as of January 2019.

Training Objective

The aim of this workshop is to improve systematic and effective **finance management** that can be applied in practice with making **financial** decisions and resolving **financial** challenges for the organization.

Our expectations/purposes for this service are the followings.

- Evaluating existing financial management system
- Developing new system and tools after evaluation
- Giving training for overall financial Management system and tools
- Guiding/Mentoring how to use new system and tools
- Creating organizational financial statement for the year 2019
- Providing necessary assistance in preparing funding grid of the organization
- Creating master budget plan of organization
- Quick review on the existing financial manual and make suggestion for necessary changes
- Segregation of duties for finance department including reporting and communication structure
- Sharing Accounting software knowledge
- Sharing about Budget Monitoring system

Tasks/Duties/Responsibilities

The trainer is responsible for

- Designing and facilitation of four-day workshops
- Building a logical agenda
- Developing an agenda into a learning experience
- Preparing presenters and presentations
- Designing and using short group exercises
- Designing role plays, table-top simulations and field exercises
- Evaluation and correction
- Providing the technical context
- Preparing all relevant supporting materials and supplies for sessions and participants.
- Leading and facilitating each day of the workshop
- Producing a draft report of the workshop and a final report of professional standard
- Coaching and mentoring how to use new system and tools

(Consultancy fee will be attractive and negotiable.)

How to apply

Please submit application to kyawhtayoo.cei.pdi@gmail.com / kinthakh@gmail.com by May 2, 2019 (Wednesday), 17:30 pm.

Applications should include:

- CV
- Cover letter

Only shortlisted candidates will be contacted and invited for an interview. Please note that due to the urgency of this position, applications will be reviewed on an on-going basis and PDI-Kintha reserves the right to initiate the recruitment process before the deadline for applications.