

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

Position Title	:	Project Officer (Dialogues)
Number of Post	:	1 post
Type	:	Full Time; 12 months contract
Report to	:	Project Coordinator
Duty Station	:	Sittwe, Rakhine State
Benefit Packages	:	Benefit packages will be attractive
Application Deadline	:	January 29, 2021, 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 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

Project Management

- Assist in the implementation of PDI-Kintha policies and procedures
- Provide overall leadership and management of dialogue project
- Maintain records and databases of activities
- Undertake regular field visits to project sites in order to monitor and assess the progress
- To monitor the progress of a project against agreed and documented time and budget targets while ensuring appropriate quality standards are maintained;
- Compile monthly narrative and financial reports (as per M&E plan)
- Oversee the day to day operation of the project
- Collaborate with Project Coordinator to streamline procedures and develop ways to improve program efficiency in an organized and timely fashion
- Cooperate closely with facilitators on project management including implementation, monitoring, reporting and evaluation as well as information and administration systems

- Develop teaching and training materials for the project
- Conduct performance review of the project staff
- Other duties as assigned.

Financial Management

- Collaborate with the Finance Department 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

Staff Development, Participation and Supervision

- Lead, guide and supervise the work of facilitator to ensure individual facilitator has clear understanding of their obligations, role and contribution to achieve the project objectives and outputs
- Hold regular working meeting with the project staff, analyze the training needs of staff and build capacities of staff in project management, report writing and other relevant areas as feasible

Reporting and communication

- To ensure that reporting is completed and checked according to the quality control process before it is issued
- Ensure that good communications are maintained between all relevant stakeholders
- Build relationships with village leaders and local CSOs to identify, understand and convince (or where necessary contain) local agents that are not receptive to PDI-Kintha mission
- Develop and maintain strategic relationships with the key organizations including government, partners, donor agencies, UN, NGOs and other organizations in Rakhine and participate in forums and meetings to foster collaboration with the relevant organizations and agencies
- To contribute to and support positive morale within project team

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, facilitation or operations.
- An understanding of facilitation and an interest in promoting social cohesion in the community.
- Computer literacy, including use of Microsoft Word ,Excel and PowerPoint
- 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
- Other duties as assigned

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, January 29, 2021 to recruitment@kintha-pdi.org.

Only shortlisted candidates will be notified for a personal interview.