

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

Position Title	:	M&E Officer (Monitoring and Evaluation)
Number of Post	:	1 post
Type	:	Full Time; 12 months contract
Report to	:	Administration Coordinator
Duty Station	:	Sittwe, Rakhine State
Benefit Packages	:	Benefit packages will be attractive
Application Deadline	:	June 18, 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 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.

**Position Overview**

Reporting to the Executive Director, the M&E Officer will lead the design, implementation, and operation of M&E systems from project initiation to closeout. She/he will oversee the monitoring, evaluation, analytics, and reporting of performance and results, providing regular project reports to Executive Director. She/he will provide technical leadership and supervise staff experts, oversee data management and analysis on projects' activities, and ongoing training to M&E assistant and/or project officers. She/he will conduct regular project data analysis and identify methods to use results for program improvement. S/he will lead activity efforts to strengthen monitoring and evaluation and performance reporting within the geographic area of Activity.

## **Duties and Responsibilities**

### **Project Management**

- Assist in the implementation of PDI-Kintha policies and procedures
- Provide overall leadership and management of the M&E department
- Maintain records and databases of activities
- Undertake regular field visits to project sites in order to monitor and assess the progress
- Collaborate with Program Coordinator to streamline procedures and develop ways to improve program efficiency in an organized and timely fashion
- Cooperate closely with project staff on project management including implementation, monitoring, reporting and evaluation as well as information and administration systems
- Lead in developing M&E tools for tracking to measure programme outputs and outcomes
- Assist in and participate in preparation of capacity building of the programs and partner staff to effectively implement M&E activities
- Ensure weekly and monthly data are collected timely (as much as possible) and, make sure those are accurate and qualitative
- Assist in preparation of out coming survey or assessment related to project activities and lead the survey team as necessary
- Participate in training and workshop related to M&E concern
- Assist in coordinator's preparation of monthly and quarterly report
- Conduct regular center assessment and join in data audit according to program need and its timeline
- Make sure all data and information are in safe manner and stored properly including field level
- Entry data of survey and assessment conducted in projects
- Support coordinators in preparation for awareness raising about M&E in team
- Any other tasks assigned according to program needs
- Support project staff of operation in team technically related to process and others.
- Conduct performance review of the project staff
- Other duties as assigned.

### **Staff Development, Participation and Supervision**

- Lead, guide and supervise the work of staff to ensure individual has clear understanding of their obligations, role and contribution to achieve the project objectives and outputs
- Hold regular working meeting with the department 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 the department

### **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.)
- At least 3- year working in M&E, social research or equivalent field
- Experience and skills in capacity building and mentoring programme teams
- 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.
- Willing to travel extensively to hard-to-reach and/or insecure areas
- 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, June 18, 2021 to [recruitment@kintha-pdi.org](mailto:recruitment@kintha-pdi.org).

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