

PEACE AND DEVELOPMENT INITIATIVE-KINTHA (PDI-KINTHA)

Vacancy Announcement

Job Title	English Teacher/Project Assistant (Full Time)
Number of posts	1 post
Location	Kyauk Taw and Buthidaung, Rakhine State
Department/Programme	Leadership and Peace Building Program (LPP)
Grade	F1 + Other Allowance
Report to	Project Officer
Period	3 Months (may be extendable)
Application of Deadline	25-April-2024
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 **75** staff members implementing peace building, education, and social cohesion in Sittwe, Buthidaung, Ponnagyun, Kyauk Taw, Mrauk Oo, Maungdaw, Rathidaung, Ann, Thandwe townships (of central, southern, and northern areas of Rakhine State) at of present.

Job Summary

English Teacher will be mainly responsible for helping the students improve the essential English four skills through interesting and diverse teaching methods whilst overseeing their assignment and exam grades, in order to provide useful feedback.

Duties and Responsibilities

- Develop a course syllabus and draw lesson plans.
- Responsible for community projects (i.e., organize meetings with students, computerize community databases (lead), monitoring and observation, final Report for CPs (lead), final presentation & evaluation)
- Assist in recruitment and office tasks.
- Prepare teaching materials ahead of the class.
- Report work plans and activities on monthly basis.
- Monitor and assess students' work and provide feedback.
- Keep a daily record of students' attendance and grades.
- Determine exam and assignment grades.
- Manage classroom crises and resolve conflicts.
- Attend meetings with teachers and/or students (Organize meetings if necessary)
- Collaborate with other team members.
- Liaise with LDP alumni networks and collaborate with the alumni committee.
- Perform tasks assigned by the project officer.

Skills and Competencies Requirement

- High school certificate or Bachelor's degree required
- Master's degree preferred.
- Must have advance level of English skills.
- Minimum of 3 years experience as an English teacher/ teaching adults (Previous experience of teaching diverse ethnic groups is preferable.)
- Knowledge of teaching methods
- Deep understanding of language teaching
- Must speak Rakhinese and Burmese well.
- Computer skills
- Exceptional organizational and communication skills
- A patient and resilient personality
- Dedication to students, education and the program

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 applications and related documents (Microsoft Word or PDF Version) is by **Thursday, April 25, 2024**, to **recruitment@kintha-pdi.org**.

Applications will only be accepted online and ensure to mention the applied position title “**English Teacher _ PDI-Kintha**” in the Email Subject. Only short-listed candidates will be contacted. Telephone query will not be answered.

PDI-Kintha has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone’s responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.