Vacancy Announcement

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Programme Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of posts</td>
<td>1 post</td>
</tr>
<tr>
<td>Location</td>
<td>Sittwe, Rakhine State</td>
</tr>
<tr>
<td>Department/Programme</td>
<td>Operation</td>
</tr>
<tr>
<td>Grade</td>
<td>B3 + Other Allowance (COLA, HA and Communication)</td>
</tr>
<tr>
<td>Report to</td>
<td>Executive Director</td>
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<tr>
<td>Direct Report</td>
<td>Project Manager and Project Coordinator</td>
</tr>
<tr>
<td>Application of Deadline</td>
<td>21-Mar-2024</td>
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<tr>
<td>Period</td>
<td>1 Year</td>
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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 83 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 present.

Role Overview

The Program Manager is primarily responsible for organizing, managing and implementation of all programs and activities of PDI-Kintha. Developing programs to support the organization’s strategic direction, as well as developing budgets, proposals, operation plans, and progress reports will be a part of the main responsibilities. The Program Manager will work closely with the Executive Director, Project Coordinators, Admin/HR officer, logistic team, Finance Coordinator and MEAL of PDI-Kintha in coordinating the implementation of all programs. The Program Manager is based in Sittwe with frequent visits to areas of programme implementation.
Duties and Responsibilities

The duties and responsibilities of Programme Manager are as follows:

Program Management

- Developing the annual work plan, actively monitor the progress towards donor deliverables and flag to the team for any issues that will affect achievement.
- Participating in the development of operation plan and M&E plan for respective programs.
- Lead regular program review meeting in the project areas and address issues efficiently and timely.
- Under the supervision of Executive Director, prepare relevant strategy and identify needs, support field operation teams and ensure their compliance with vision, mission, and policies of PDI- Kintha, donor agreements and adherence to annual work plans.
- Proactively address any gaps in the above tasks to ensure smooth implementation of programs in all areas and activities.
- Undertake regular field monitoring visits to the projects to improve the quality implementation.
- Maintain up-to-date calendar of all project deadlines and meetings.

Finance Management

- Participating in monthly review of burn rates, together with Finance Officers, coordinators and Leadership Team and address over and under spending with respective implementers.
- Provide practical and quick solutions to financial issues, problems, bottlenecks, and constraints.
- Lead budget proposal development with the support of finance team and program team.

Human Resources Management

- Jointly supervise the work and assess the performance of all consultants and staff.
- In collaboration with the Admin & HR Coordinator and Admin & HR Officer, supervises project staff and partners in the identification of all the project’s technical assistance needs, development of suitable scopes of work, recruitment of consultants and staff, and execution of technical assistance contracts.
- Ongoing coaching and mentoring provided to project staff in activity management.
- Encourage and support a learning environment among project teams and leadership.
- Maintain an open and supportive approach to HR management, including dispute resolution.
Reporting

- Helps project teams prepare project activity reports as specified in the contracts.
- Maintain program records, including reports, compliance, due diligence, staff performance.
- Provide managerial and technical assistance for project evaluations.
- Monthly, quarter, bi-annual and annual reports are elaborated and submitted to respective donor and partner agencies.

Representation and Liaison

- Support the Executive Director as needed in his preparation for donor/government meetings and attend appointed meetings as needed.
- Support the ED in the preparation of briefing notes, presentation slides, and other technical documents for presentation to donors, other partners, and internal discussion.
- Participate in donor visits, conferences, coordination mechanisms with government, donor, and implementing partners.
- Liaise with key government departments, partner and donor organizations for shared learning, facilitation of joint implementation and leveraging of benefits from similar interventions.
- Engage with donors and stakeholders to coordinate and inform on project implementation.
- Facilitate the documentation and sharing of PDI-Kintha best practices and key results from the program and projects.

Requirements

- Must be University graduate with development studies, social/political sciences, 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.
- 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 or Burmese language is an advantage.
- Strong computer literacy.
- Ability to manage stress, multi-task and take decisions.
- Proposal writing skill and donor networking.
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 THREE professional references. The deadline for submitting application and related documents (Microsoft Word or Pdf Version) is by Thursday, March 21, 2024, to recruitment@kintha-pdi.org.

Applications will only be accepted online and ensure to mention the applied position title “Programme Manager _ 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.