



# Equality Myanmar

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## Vacancy Announcement

<b>Deadline For Application</b>	<b>17<sup>th</sup> Apr 2020</b>
<b>Position Title</b>	<b>Development Coordinator (2)</b>
<b>Location</b>	<b>Equality Myanmar Office, Yangon, Myanmar</b>
<b>Reports to</b>	<b>Development Manager</b>

Equality Myanmar (formerly HREIB) seeks a committed and enthusiastic person to join our team as **Development Coordinator (2)**. This position is full time and starts as soon as possible.

## Organization Background

Equality Myanmar (EQMM) is a nongovernmental organization that facilitates a broad range of human rights education activities, advocacy programs, and research projects which target civil society organizations and grassroots communities. EQMM conducts trainings of trainers (ToTs), basic and thematic human rights trainings, community events, and in-depth workshops at its centers in Yangon as well as throughout Myanmar. The organization also provides customized human rights trainings to organizations working on various issues around the country.

Since its establishment in 2000, EQMM has trained over 20,000 women, university students, monks and pastors, activists, school teachers, and community leaders, building a strong network of human rights trainers and advocates across the country as well as along Myanmar's border regions.

With a national focus in our programming, EQMM aims to formalize civil society networks dedicated to coordinating advocacy efforts, hosting community awareness events, and dialoguing with other stakeholders on human rights issues.

EQMM has played a central role in coordinating a wide range of advocacy campaigns over the years to raise awareness about the human rights situation in Myanmar at local, national, regional, and international levels.

## Duties and Responsibilities

### Planning, Monitoring, and Evaluation

The Development Coordinator (2) will have the following duties and responsibilities:

- Prepares indicators for monitoring and evaluation of human rights education and advocacy projects/program in collaboration with the Development Manager
- Develops new M&E tools for specific projects and activities in collaboration with the Development Manager
- Collects and analyzes data to evaluate the outcomes and impact of EQMM's work, using both quantitative and qualitative methods

- Coordinates with project/program staff to ensure successful implementation of M&E tools and methods
- Compiles success stories, lessons learned, best practices based on past program implementation and/or relevant sources on human rights education
- Maintains M&E databases
- Presents/shares analysis of M&E periodically

### **Report Writing, Proposal Development, and Grant Management**

- Writes and edits results-focused narrative reports and project updates in English for donors
- Monitors donors' reporting requirements and makes adjustments to report formats and/or monitoring tools, where required
- Drafts annual organizational report in collaboration with Development Manager
- Assists the Development manager with proposal development, writing and/or editing, where required
- Assists the Development manager with fundraising and grants management, where required

### **Day to Day Program/Project Reporting Activities**

- Reviews activity reports from project/program staff for inclusion in donor reports
- Provides feedback to project/program staff on their activity reports and seeks clarification on results, where required
- Assist with the translation of reports and associated materials
- Maintains reporting calendar and informs Development Manager of upcoming deadlines
- Provides M&E technical assistance to other departments, where required

### **Day to Day Organization Management Activities**

- Attends regular staff meetings
- Provides input to Development Manager on potential management issues

### **Required Qualifications and Skills**

1. Myanmar National
2. Background in Monitoring and Evaluation preferred, experience in journalism also an advantage
3. Minimum 3 years working experience in similar or relevant roles
4. Must be able to travel periodically
5. Must be fluent in Burmese and English (speaking, writing, reading)
6. Willingness to commit to full-time work for at least one year
7. Creative, self-motivated, and a critical thinker
8. Flexible, willing to learn new skills, able to work under pressure, and a team player
9. Respect for diversity and sensitivity to other cultures
10. Strongly committed to human rights, social justice, and peace

## Salary and Benefits

Competitive local salary commensurate with experience; basic healthcare coverage; and related travel costs for field trips. Opportunities to engage with local, regional and international human rights advocacy networks.

## How to Apply

If you are interested in applying for this position please submit the following to [hr.eqmm@gmail.com](mailto:hr.eqmm@gmail.com) not later than 17<sup>th</sup> Apr 2020 (Fri) 4:00 PM.

- Resume/CV
- Cover Letter
- Names and contact information for two references

For more information about Equality Myanmar and our work please visit [www.equalitymyanmar.org](http://www.equalitymyanmar.org). For further information about this position, please contact via 09-448023569.

***\*Women and person with disable are encouraged to apply for this position\****

*Equality Myanmar is committed to equality in opportunity for all people. We have a policy of non-discrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, sex, gender, religion, national and/or ethnic origin, disability, age, sexual orientation, gender identity, political belief, or other status.*

***Only shortlisted candidates will be contacted for interview.***