



Equality Myanmar

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Vacancy Announcement

Deadline For Application	20 th October 2016
Position Title	Program Coordinator
Location	Equality Myanmar Office, Yangon, Myanmar
Reports to	Program Manager
Direct Report	Trainer team (Yangon)

Equality Myanmar is implementing an exciting Human Rights Project and is looking for a qualified Program Coordinator to lead the implementation of Human Right Education Program. The Program aims to address capacity development among Myanmar civil society by providing mentoring and training within Myanmar.

Organization Background

Equality Myanmar (EQMM), formerly known as the Human Rights Education Institute of Burma (HREIB), is a nongovernmental organization that facilitates a broad range of human rights trainings, advocacy programs, and research and documentation projects which target civil society organizations and grassroots communities. EQMM is dedicated to raising widespread awareness of human rights in order to empower the people of Myanmar to engage in social transformation and to initiate rights-based solutions to social problems.

EQMM was founded (as HREIB) in 2000 in northern Thailand. Since transitioning inside Myanmar beginning in 2012, the organization now maintains its head office in Yangon with a field office in Mandalay and human rights education operations throughout the country. EQMM's main programming consists of human rights trainings and workshops, facilitation of advocacy networks and campaigns, and production of human rights print and multimedia materials, as well as research and analysis on topics relevant for its education and advocacy activities. The organization employs approximately 40 staff in Yangon, Mandalay, Chiang Mai (Thailand), and southern Myanmar.

Duties and Responsibilities

PROGRAM MANAGEMENT	20%
<ul style="list-style-type: none"> • Participate in annual planning meeting, scheduling activities and monthly meeting; • Plan and facilitate of monthly and quarterly trainer team meetings, prepare first draft of agenda based on quarterly work plan and consult all trainers for comments on agenda / additional points; • Identify target organizations and people for invitation; • Inform relevant training, workshop and event and share on those lists to logistic officer for further process; • Schedule and lead in preparation and debriefing meetings before and at the end of each training (taking note of 	

major issues);

- Assign facilitation or co-facilitation roles to Trainer Team and Trainer Intern and volunteer for basic HRs trainings, requested trainings by other organization/networks, and thematic workshops in consultation with Trainer Coach and if changes to format for trainings;
- Schedule quarterly thematic workshops, HRs trainings, external requested HRs trainings, HRs events and community mobilizing projects in relation to availability and capacity of trainers in collaboration with Program Manager and Trainers & Trainers Coach;
- Assign appropriate trainers for external training requests and trainer requests by consultation with trainers;
- Develop schedules and modules by consultation with TC (if standard schedule and modules are not used);
- Identify resource person and inform to Program Manager including reasons and schedules along with quarterly work plan;
- Over-see training related activities training needs assessment and make sure all the necessary instruments are with Trainers before they organize any activity;
- Update and monitor alumni Google group account, and sharing human rights related information and other to groups; and
- Ensure google calendar is updated daily, quarterly and monthly work plans.

BENEFICIARY SELECTION AND MANAGEMENT OPERATION	10%
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| <ul style="list-style-type: none">• Ensure the applications are disseminated to the right targeted peoples, groups, organization and areas;• Identify the groups, organizations and areas for external trainings, community mobilizing and multiplier community events and select them in consultation with PM and proceed for further step.• Receive and collect all the application forms and delegates to Trainers to compile a list for selection process;• Lead and facilitate participant selection process and ensures the right participants and adequate amount are selected; and• Maintain and update the beneficiary profiles in a good order. |
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TEAM SUPERVISION	10%
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| <ul style="list-style-type: none">• Ensure daily and monthly individual work plan is developed and inputs provided to the monthly team schedules and submits team work plan to PM;• Monitor trainers team member's, intern's and program volunteer's daily tasks;• Ensure team planning meetings are held in collaboration;• Act as the focal person between Admin Officer and trainers team for late/absent attendance report, weekends/public holidays working reports, compensatory leave approval report, etc; |
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- Make decisions on division of responsibilities and instruct trainers where there might be conflicting time schedules or priorities; and
- Report disciplinary problems and measures taken in consultation with AO and reports these to the PM and Admin and HR Manager.

FACILITATION OF HRE PROGRAM	10%
<ul style="list-style-type: none"> • Facilitate HRs trainings, external requested trainings, thematic workshops/seminars, and events/campaigns as well as other activities under HRE program; and • Co-facilitate EQMM TOTs, Trainers Refresher Course and other related trainings activities when relevant. 	

CAPACITY BUILDING FOR TRAINER	5%
<ul style="list-style-type: none"> • Provide inputs to Program Manager, Operations Manager, Executive Director and Trainer Coach on need for skills development, module revision / development and other issues; • Ensure opportunities are given equally among program team members and these opportunities should be consistent with needs of staff's improvement; • Monitor trainers' capacities and identifies opportunities to fill the gaps in consultation with Program Manager and Trainer Coach; • Observe and provide coaching in trainings with other trainers in lead; • Ensure trainers that have taken part in external courses / seminars conduct sharing sessions with other trainers; • Ensure coaching for the progress of individual trainer's study plan with Trainer Coach; and 	

REPORTING	15%
<ul style="list-style-type: none"> • Ensure the reporting and documenting procedures are followed for all activities which includes all activities under HRE program and external requested trainings by other organization and networks; • Submit a narrative activity report for all trainings, workshops and training team activities to Program Manager within 15 days the activity following the reporting requirements and guidelines. • Translate from Myanmar to English for the narrative activity report, evaluation summary and follow up forms and act as translator in workshop and meeting if necessary; • Complete the updated Equality Myanmar activity in the news summary of activity form to send EQMM's Administrative Officer in three days after the activity has done; • Complete team's monthly activity summary form and submits within first week of every month to PM; and • Keep regular contact and update activities to Program Manager. (If PC are in outreach activities) • Collect photo documents from trainers for each activity and transfers them to Admin Officer monthly. • Give constructive feedbacks and comments to trainer reports 	

MONITORING AND EVALUATION	10%
<ul style="list-style-type: none"> • Review success stories and challenges for its activities and consults with Development Manager and PM to design follow up activities and additional M&E tools; • Conduct bi monthly follow up and keeps track the impact assessment of basic HR training alumni, ToT and community mobilizing projects and report to PM; and • Make monitoring trip to multiplier trainings, external trainings and community mobilizing teams and report to PM. 	
PROGRAM FINANCIAL MANAGEMENT	10%
<ul style="list-style-type: none"> • Verify advances, reimbursement, and expenses of program/ projects activities prepared by trainers; • Monitor project budgets, review monthly project budget review report prepared by finance department to analyze budget variation and consult with Program Manager for budget relocation and further decision; • Oversee program/projects activities cash flow; and • Coordinate with Logistic Officer for project activities logistical expense and payment. 	
NETWORKING AND COMMUNITY SUPPORT	5%
<ul style="list-style-type: none"> • Attend NGO/CBO collaboration events/meetings and assign appropriate trainers if necessary in consultation with PM; and • Identify and discuss opportunities for collaboration with other organizations, groups and networks and report back to the Program Manager. • Represent EQMM at donor meetings and other networking meetings in consultation with Program Manager and Executive Director • To work closely with Human Right Education Network Coordinator 	
OTHER DUTIES: Undertake other organizational tasks that may from time to time be assigned.	
Required Qualifications and Skills	
<ol style="list-style-type: none"> 1. Only Myanmar Nationals may apply for this position 2. Background in program management and coordination 3. Experience with facilitating training 4. Minimum 2 years working experience in similar or relevant roles 5. Working command of English (Speak/Write and Read) 6. Willingness to commit to full-time work for the duration of the contract 7. Creative, organized, takes initiative and highly self-motivated 8. Respect for diversity and sensitivity to other cultures 9. Flexible, able to work under pressure, innovative, and a team player 10. Strongly committed to human rights, social justice, and peace 	
Salary and Benefits	
Competitive local salary; 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 humanresource@equalitymyanmar.org **not later than 20th October 2016.**

- 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 . For further information about this position, please contact via 01-9010605

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.