



# Equality Myanmar

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## Vacancy Announcement

<b>Deadline For Application</b>	14 <sup>th</sup> October 2016
<b>Position Title</b>	<b>ICCPR Project Officer</b>
<b>Location</b>	Equality Myanmar Office, Yangon, Myanmar
<b>Reports to</b>	Program Manager
<b>Direct Report</b>	Nil

Equality Myanmar (formerly HREIB) seeks a committed and enthusiastic person to join our team as International Convention on Civil and Political Right (**ICCPR Project Officer**) . This position is full time and starts as soon as possible.

## 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

<b>PROJECT MANAGEMENT</b>	50%
<ul style="list-style-type: none"> <li>To conduct Participatory workshop and trainings to explain and promote the ICCPR as well as build skills of advocacy for members of local communities, CSOs, government officials, and members of political parties.</li> <li>To meet and communicate throughout the project to plan and review progress of their advocacy efforts and plan joint trips to lobby national level parliamentarians.</li> <li>To be responsible of production IEC materials about the ICCPR and the importance of its ratification and a large public event themed around ICCPR ratification,</li> </ul>	

- To organize public event about 50<sup>th</sup> anniversary of the ICCPR. The IEC materials and the public events serve to increase access to relevant information and spread awareness, as well as synergize with ongoing advocacy and lobbying efforts.
- To bring together members of local communities, local rights-focused CSOs and local authorities to learn about and discuss the ICCPR and its relevance to Myanmar's constitution, laws and current conditions.
- Ensure through the workshops, participants will learn how rights protected in the ICCPR apply to and overlap with other rights, such as women's rights, group rights and labor rights etc...
- To organize the workshops which will also address advocacy issues and help participants understand ways to organize and implement advocacy strategies regarding the ICCPR, especially as it relates to their particular areas of interest.
- To provide the new Action Group with a 3-day intensive advocacy training, enabling them to learn about and develop different advocacy techniques and strategies
- To coordinate advocacy efforts among relevant CSOs, including those that participated in the earlier ICCPR workshops, and connect with issue-specific networks such as women's rights networks, the Human Rights Educators' network and the Human Rights Defenders' network
- To produce information sheets presenting the ICCPR in an easy-to-understand format in the Burmese language that will highlight critical human rights and reform issues that ICCPR ratification would address.
- Ensure to meet with relevant union level parliamentarians and to advocate for the signing and ratification of the ICCPR.
- To organize one large public event featuring speakers, performances, as well as various activities to foster discussion on human rights, Myanmar law, and the importance of ratifying the ICCPR.

<b>FACILITATION</b>	10%
<ul style="list-style-type: none"> <li>• To facilitate the efforts of the ICCPR Action Group through two formal meetings with the aim of bringing together representatives from different regions and civil society sectors to review and coordinate implementation of advocacy and lobbying efforts targeting state and national level parliaments.</li> <li>• To facilitate and design to meet with relevant state level parliamentarians, chief of state/division, and members of the Government Administrative Division (GAD), to discuss the importance of ratifying the ICCPR.</li> </ul>	
<b>MONITORING AND EVALUATION</b>	20%

- Activity Reports completed after every major activity. The activity organizer is responsible for completing the report forms, which contain all quantitative data as well as a description of the activity, objectives, challenges and responses, participant feedback, and follow-up.
- Monthly Reports that outline month-by-month activities in which Equality Myanmar team members have taken part, as well as a breakdown of ongoing community engagement.
- To make monitoring visits made by team members to regions outside Yangon and Mandalay. Visit activities include surveys, interviews, and focus group discussions conducted with people involved in project activities
- Responsible for Pre- and post-tests and distributing to participants in training workshops to measure levels of knowledge change.

- To take Individual and organizational feedback and evaluations on each training activity, with individual participants complete evaluation forms that are reviewed by team members to identify the strengths and weaknesses within each area and make necessary changes.
- Follow-up surveys distributed to training participants 2 months after training to evaluate participants' subsequent involvement in initiatives designed to provide rights-based solutions to social problems.
- To provide training documentation providing full written records of training modules, outcomes, etc.

<b>Financial Management</b>	15%
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- Prepare advances, reimbursement, and expenses of program/projects activities under the supervision of program coordinator;
- Discuss with PC for budget variation such as budget surplus, deficit, relocation, etc;
- Familiarize with program/projects budget ; and
- Coordinate with Logistic Officer for program/project activities logistical expenses and payment.

<b>OTHER DUTIES: Undertake any other organizational tasks that may from time to time be assigned.</b>	5%
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### Required Qualifications and Skills

- Myanmar National
- Minimum 3 years working in advocacy work (on Human Rights issues is preferable) with INGOs/ NGOs or comparable relevant experience
- Postgraduate degree in human rights, law, political science, social science, international development or other relevant fields or equivalent experience
- Demonstrated experience in designing and implementing advocacy programs
- Knowledge of the political situation in Myanmar
- Excellent written and verbal English language and general communication skills
- High computer literacy in MS words, Excel spreadsheets and Power points
- Experience in advocacy program financial management and budget development
- Creative, independent, and highly self-motivated
- Flexible, able to work under pressure
- 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 [humanresource@equalitymyanmar.org](mailto:humanresource@equalitymyanmar.org) **not later than 14<sup>th</sup> 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](http://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.***