



Colors Rainbow

Vacancy Announcement

Deadline For Application

5 December 2016

Position Title

Program Coordinator

Location

Colors Rainbow Office , Yangon, Myanmar

Reports to

Program Manager

Colors Rainbow seeks one committed and enthusiastic individual to join our team in Yangon as **Program Coordinator**. This position is full time and starts as soon as possible.

Organization Background

Colors Rainbow (CRB) began as a specific LGBT project of the NGO Equality Myanmar (EQMM)[\[1\]](#) in 2007, and has since grown into Myanmar's leading LGBT rights organisation. Colors Rainbow transitioned inside Myanmar in 2013 and started enhancing a common understanding and acceptance of dignity and human rights in order to terminate discriminatory ideas against lesbian, gay, bisexual and transgender (LGBT) individuals. CR addresses LGBT rights from a multifaceted program perspective which consists of trainings, discussions, networking meetings, community events, lobbying, advocacy and research projects, and the production of multimedia resources. CRB produces a Myanmar-language website, TV program, and magazine covering LGBT rights issues in Myanmar and abroad.

CRB co-founded the Myanmar LGBT Rights Network on 26 November 2012 and continues to serve as the secretariat organization. CRB provides technical assistance to the Myanmar LGBT Rights Network and works closely with the advisory board, central board and working committees for network development.

Duties and Responsibilities

The Program Coordinator will have responsibility to assist Program Manager for overall development and implementation of the Colors Rainbow. The Program Coordinator will have the following responsibilities;

- Plan, manage, implement and monitor program activities and budget.
- Develop strategies to ensure program and organizational development in accordance with current political and social situations
- Facilitate and conduct trainings, meetings, workshops, events and advocacy campaign to promote human rights, LGBT rights, non-discrimination and equality;
- Coordinate with implementing partners and stakeholders for effective program implementation and



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ensure strong networking;

- Maintain smooth working relationship with local and international groups, organizations, institutions and stakeholders;
- Maintain strong program monitoring, information gathering, compilation and filing system for the different projects;
- Work closely with Program Manager, Development Coordinator and the Colors Rainbow team to ensure the program implementation are in line with organization's value;
- Supervise and monitor project staff to ensure effective implementation of project activities in timely manner;
- Monitor project budgets are effectively used by project personnel;
- Prepare and submit proper technical and financial reports;
- Undertake any duties assigned by supervisor

Required Qualifications and Skills

- Myanmar national
- Minimum Bachelor's Degree in development, social science, public management or equivalent degree
- Minimum of 3 years working experience with NGOs/CSOs with understanding of current human rights and political situation
- Ability to engage effectively with excellent verbal and written communication skills in Myanmar and English
- Understanding of project management and project budgets with strong financial management skills
- Strong supervising skill and organizational skills including time management to complete multiple tasks under pressure
- Excellent reporting skill
- Strong interpersonal skills
- Self-motivated
- Respect human rights and diversity
- Ability to use MS Office suite and internet

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. External capacity building opportunities will also be engaged depends.



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How to Apply

If you are interested in applying for this position please submit the following to phuphu.crb@gmail.com **not later than 5 December, 2016.**

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

For more information about Equality Myanmar/Colors Rainbow and our work please visit <http://equalitymyanmar.org>, www.colorsrainbow.org and www.colorsrainbow.com.

Colors Rainbow 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 shortlist candidates will be contacted.

[1] Equality Myanmar (EQMM) is a nongovernmental organization which facilitates a broad range of human rights education and advocacy programs. Equality Myanmar (formerly known as Human Rights Education Institution of Burma - HREIB) was founded in 2000 with the goal of empowering the people of Burma through human rights education to engage in social transformation and promote a culture of human rights.