



Colors Rainbow

Vacancy Announcement

Deadline For Application

12 November 2017

Position Title

Program Assistant (Education)

Location

Colors Rainbow Office , Yangon, Myanmar

Reports to

Program Officer (Education)

Colors Rainbow seeks one committed and enthusiastic individual to join our team in Yangon as **Program Assistant (Education)**. 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 Assistant (Education)* will have responsibility to assist *Program Officer (Education)* for development and implementation of the Colors Rainbow education project. The *Program Assistant (Education)* will have the following responsibilities;

- Assist the Program Officer for developing detailed training plan and prepare logistics arrangement
- Assist the Program Officer in training module development, training materials development and other production of educational materials ensuring effective information to the target communities;

- Assist in organizing of organization's meetings, campaigns and event to ensure effective dissemination of educational messages to the targeted communities;
- Communicate with local training organizers and coordinate for the training ensuring the training participants are in line with organization target beneficiaries;
- Communicate with participants and responding to questions about activities in consultation with Program Officer to questions about activities in consultation with program officer;
- Provide logistical assistance for organization's trainings, workshops and events;
- Assist Program Officer to ensure all the training documents are updated and well-maintained, i.e., Photographs of the activity; pre/post test results and analysis; meeting minutes/notes; participant profiles for each activity; evaluation forms; and participant feedback, etc.;
- Assist the Program Officer(Education) in developing annual and monthly training-schedules;
- Co-facilitates trainings and workshops under the supervision of the Program Officer;
- Assist the Program Officer in preparation of training narrative reports and expense report;
- Assist the Program Officer to ensure all relevant supporting documents for project activities are
- Keep feedbacks from the training participants and the local community for the Project Officer to analyze for the program development.

Required Qualifications and Skills

- Myanmar national
- Bachelor's Degree and minimum of 2 years working experiences in the field of education, NGOs/CSOs, or institutions or proven relevant experience
- Ability to engage effectively with good verbal and written communication skills in Myanmar
- Understanding project management and project budgets
- Experience gathering educational information from different sources
- Strong interpersonal skills and self-motivated
- Respect human rights and diversity
- Strong organizational skills including time management to complete multiple tasks under pressure
- 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.

How to Apply

If you are interested in applying for this position please submit the following to phuphu.crb@gmail.com **not later than 12 November, 2017.**

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

For more information about Equality Myanmar/Colors Rainbow and our work please visit www.colorsrainbow.org and www.colorsrainbow.com .

EQMM/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.