



Equality Myanmar

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Vacancy Announcement

Deadline For Application	1st February 2021
Position Title	Project Area Officer
Contract Period	One year (will be subject annual assessment and renewal)
Location	(4) Positions Based – (1) Kachin, (1) Mon, (1) Rakkhine, (1) Northen Shan
Reports to	Project Coordinator

Equality Myanmar (formerly HREIB) seeks a committed and enthusiastic person to join our team as **Project Area Officer**. 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.

Project Summary

EQMM will implement a three-year project designed to improve the defense of human rights of marginalized groups living in Kachin, Rakkhine, Mon, and Northern Shan states. The project puts an emphasis on building up the capacity of human rights defenders to document and report human rights violations, and advocate for better governance and policy through dialogue and international accountability mechanisms. Activities include trainings, human rights documentation and advocacy, and the administration of a human rights protection fund.

Position Overview

The Project Area Officer (PAO) – Kachin, Mon, Rakkhine, Northen Shan will be responsible for the organization, implementation, and follow-up of activities in Kachin, Mon, Rakkhine, Northen Shan linked to the project's objectives. She/he will closely collaborate with diverse partners in Kachin, Mon, Rakkhine, Northen Shan, maintaining harmonious and effective relationships with human rights defenders, local civil society, lawyer groups, and community members. The position is home-based in Kachin, Mon, Rakkhine, Northen Shan, with remote supervision by the Project Coordinator based in Yangon. Some periodic travel to Yangon will be required.

Duties and Responsibilities

Project Management (30%)

The Project Area Officer will have the following duties and responsibilities:

- Participate in the planning, review, and consolidation of the overall project work plan and budget
- Develop and continually update a detailed work plan and calendar, to monitor and track progress in the target area of the PAO's own responsibility
- Maintain and update a spreadsheet of information that supports implementation of the project in Kachin, Mon, Rakkhine, Northern Shan, including contacts of the HRD networks and lawyer groups, case monitoring data received by HRDs, Protection Fund requests
- Organize and implement activities in a timely and well-coordinated manner with key technical persons, including project partners, Program & Advocacy staff, and external consultants; this includes preparing all required logistics, administration, and coordinating attendance of all target-area based stakeholders
- Make adaptations as required in order to achieve intended targets and overall objective
- Identify and escalate project management issues as appropriate and in a timely manner; this includes notifying the Project Coordinator of implementation challenges, delays, deviations in project scope, safety & security risks, or non-compliance with policies and procedures
- Monitor ongoing project actions; this includes observations of trainings, visits to beneficiaries, case follow ups, control of protection fund payments, and checking dissemination of project materials
- Ensure the reporting and documentation of project results are conducted thoroughly and in a timely manner for all activities, training or meeting or otherwise; this includes writing and submitting narrative reports of all activities (in Burmese language, or in English when possible), as well as photographs of the activities, pre-/post test forms, attendance sheets, and evaluation forms
- Collect documentation of or document instances of impact and success stories; this includes first-hand account reports/interviews, quotes, news clippings, web/video links, photographs, and any other supporting details and documentation about the success
- Support Development Team in the collection of required M&E data; this includes clarifying details about implementation and coordinating requests for additional information
- Undertake required travel within the geographical area of responsibility, or to Yangon to management meetings, as assigned by the Project Coordinator
- Plan and contribute to the project reflection workshops and the final evaluation
- Provide input to seeking solutions to problems and improving the project's implementation
- Monitor trends and issues affecting the project, including armed conflict, human rights violations, ongoing legislative reform efforts, and the protection of human rights defenders

Remote Team Coordination (10%)

- Participate in all required Project Team meetings remotely
- Carry out duties in coordination with Project Coordinator / Project Team in a consistent and timely manner
- Communicate regularly with Project Coordinator / Project Team; this includes being highly responsive to all work-related communications, both phone and email, during work hours

Protection Fund Focal Point (20%)

- Raise awareness and explain to beneficiaries about the Fund
- Receive and check applications from target area of responsibility, and facilitate application submissions when there are accessibility issues
- Report all applications to Project Coordinator as soon as possible for rapid follow-up action
- Coordinate with the Protection Fund Committee members and document their proceedings; this includes taking notes of all official Fund committee meetings and documenting its justifications and decisions
- Coordinate the on-the-ground response with applicants; this includes conducting verifications and collecting documentation as necessary

Finance and Administration (20%)

- Operate within budget and resource constraints, and continually monitor expenditures to ensure they are within approved budget
- Prepare advances, reimbursement, and expenses of project activities
- Coordinate with the Operation Team as well as Finance Team for project related activities on all procurements and financial expenditures

- Complete and submit expense reports as per required deadline in coordination with the Project Team and Finance Team; this includes providing all required supporting documentation and timely clarification on budget variances or justifications
- Provide inputs to the development and review of the project's procurement plan when requested by Project Coordinator
- Contribute to preparation of project budgets and budget revisions, for activities and costs relating to the PAO's role and associated responsibilities
- Assist the Project Coordinator in overseeing project cash flow by updating expenditures and providing forecasting estimates
- Maintain and manage all official documents or records related to project implementation in the PAO's target area of responsible, as soft copy and as hard copy, and make these available to EQMM personnel / auditor / donor when requested
- Review and respond to the questions from the external auditor and/or Donors related to activities and costs relating to the PAO's role and associated responsibilities; this includes assisting with follow-up when required
- Monitor contracts with vendors and suppliers by observing services and checking deliverables
- Ensure compliance with EQMM's and the Donor's policies and procedures
- Keep up-to-date with all relevant policies and procedures necessary to perform these duties

Communication and Networking (15%)

- Liaise with local authorities, CSOs, lawyer groups, human rights defenders, community members, and other relevant stakeholders to build and maintain good working relationship necessary for the project
- Support in identifying issues for advocacy, research, training and campaign activities
- Implement project related communications as outlined in the Communication & Visibility Plan
- Contribute to project communication materials, as needed, such as translating / proofreading materials, drafting invitations, request letters, and any communication with external stakeholders
- Prepare project related briefing notes/ presentations/ talking points when requested
- Disseminate project information to key stakeholders in a timely manner to ensure good coordination of actions and activities
- Represent EQMM in a transparent and professional manner to all stakeholders; this includes being able to explain the project and its purpose, responding to stakeholders in an honest and responsible manner, and acting in accordance with EQMM's values and policies
- Draft a news summary of each finished activity and send to EQMM's Admin Officer in a timely manner
- Attend conferences, seminars, workshops and other activities relevant to the project, as assigned by the Project Coordinator

Other Duties (5%)

- Undertake any other organizational tasks that may from time to time be assigned.

Required Qualifications and Skills

- Myanmar National
- Must be able to communicate comfortably in oral and written English and Myanmar
- Ability to speak local language fluently is require
- Must be local residence of Kachin, Mon, Rakkhine, Northen Shan
- A University Graduate preferably in Social Science, Development Studies, research, or a relevant field
- At least 3 years of progressive and hands-on in-depth knowledge in relevant experience
- Excellent analytical skills, good reasoning abilities and sound judgment
- Must have computer skills in MS Excel, MS Word & Power point
- Creative, independent, and highly self-motivated
- Respect for diversity and sensitivity to other cultures
- Flexible, able to work under pressure, innovative, and a team player
- Strongly committed to human rights, social justice, and peace
- Willingness to travel frequently to project sites and rural areas
- Negotiation skills with different stake holders and staff

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 not later than **1st February 2021 (Mon) 4:00 PM.**

Please describe specific area in E-mail Subject as; **Applying Post for Project Area Officer in Kachin or Mon or Rakkhine or Northern Shan.**

- 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 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.