



Equality Myanmar

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Vacancy Announcement: Case Officer

Job Title: Case Officer

Grade: O1

Service Type: Consultancy

Location: Chiang Mai, Thailand/ Remote

Start Date: 1 April 2026

This position is open only for Myanmar Nationals.

About the Organization

Equality Myanmar (EQMM) is a local NGO dedicated to promoting the human rights of people from Myanmar through human rights education and advocacy. EQMM was founded as the Human Rights Education Institute of Burma (HREIB) in Thailand in 2000 and was renamed and re-located to working exclusively inside Myanmar in 2013. Currently EQMM is working closely with different stakeholders for preventing and promoting human rights for people in Myanmar.

Additional information about the organization can be found at <https://equalitymyanmar.org/>

Some of what you'll do:

- Conduct Best Interest and risk assessments to identify victims' immediate needs and ensure safe, ethical interventions in line with "Do No Harm" principles.
- Monitor, screen, and verify human rights violation cases through field sources, media monitoring, surveys, focus group discussions and desk research.
- Collect, document, classify, and maintain confidential data and information securely and systematically in an encrypted case management database in accordance with "Do No Harm" principles.
- Analyze human rights data by category, trends, and thematic issues to support evidence-based advocacy and reporting.
- Assist documentation and research coordinator by providing human rights violation case, data, information, etc. when necessary
- Prepare quantitative and qualitative reports, case summaries, and verified data for organizational publications, thematic reports, and submissions to relevant stakeholders.
- Review and analyze laws, decrees, and directives for compliance with international human rights standards; identify legal gaps and restrictive provisions.
- Draft legal briefs, plain-language summaries, and provide legal analysis to support reporting, advocacy, and potential strategic litigation or international mechanisms.

- Monitor and follow up on ongoing cases, including court observation, family liaison, and procedural tracking.
- Facilitate referrals to legal, medical, psychosocial, or emergency support services and coordinate emergency assistance where required.
- Lead internal case analysis meetings and provide technical guidance, mentoring, and feedback to data collectors.
- Maintain effective communication and working relationships with local contacts, affected communities, and relevant stakeholders, acting as liaison where appropriate.
- Support program implementation, including coordination with Administration and Logistics teams and preparation of activity-related financial documentation.
- Participate in planning, coordination meetings, reporting processes, and other organizational activities as required.
- Prepare and regularly submit a weekly timesheet and record work plan on Google Calendar.
- Undertake any other duties assigned in support of program objectives.

Qualifications

Required:

- Must be Myanmar Nationality.
- Any bachelor's degree holders
- Strong IT knowledge and skill is an asset
- Minimum 3 years of experience in relevant field and similar role.
- Knowledge in Office Word and Microsoft Excel.
- Must be able to plan, prioritize, and manage their own activities and office workflow even when working under tight deadlines and during stressful periods.
- Ability to work with challenging and conflict-sensitive environments.
- Ability to establish, maintain, and foster cooperative working relations with relevant stakeholders.
- Ability to communicate clearly and concisely both written and oral in English and must have effective communication, mobilization and problem-solving skills.
- Must be willing and able to adapt to changing work requirements and priorities that may require overtime or extended hours.

Desired:

- Strongly demonstrated understanding about human rights
- Creative, self-motivated, and a critical thinker
- Respect for diversity and sensitivity to other cultures
- Flexible and willing to learn new skills, able to work under pressure, and a team player
- Women, LGBTQIA+, and Disables are encouraged to apply and considered for opportunity equality.

What we are looking for:

- Strong and effective communicator, both written and verbal, with excellent interpersonal communication skills
- Ability to work independently as well as maintain a positive working relationship with multi-racial citizens
- Perform multiple tasks under tight deadlines while maintaining accuracy and quality
- Strong attention to detail and follow-through

Salary and Benefits

- Competitive local salary commensurate with experience
- Monthly health allowance
- Opportunities to participate in periodic professional development trainings and conferences

How to apply

Interested and qualified candidates should send a cover letter, CV, and relevant supporting documents to the Human Resources Officer at ahc.eqmm@protonmail.com no later than **5:00 PM**, Thailand time, on **16 March 2026**.

We are looking for evidence that you have the skills, experience, and abilities indicated in this announcement. The information you provide will be used for deciding who'll be selected for the next step in our process. Successful candidates will need to be willing to provide two names and contact information for professional references before an official offer can be made.

Only shortlisted candidates will be contacted for interview.