



Equality Myanmar

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Vacancy Announcement: Program Associate

Job Title: Program Associate

Grade: S3/S4

Service Type: Consultancy

Location: Chiang Mai, Thailand/ Remote

Start Date: 10 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:

- Participate in rapid post-earthquake assessments to identify key human rights barriers in aid distribution and report urgent protection concerns within 24 hours.
- Implement rights-based emergency responses in earthquake-affected regions, ensuring transparent and non-discriminatory delivery of life-saving assistance.
- Coordinate the implementation of emergency funds support specifically for child-headed households and displaced families, ensuring compliance with Equality Myanmar's protection guidelines.
- Verify beneficiary eligibility and ensure transparent, criteria-based selection processes.
- Lead and coordinate trainings, workshops, and field activities with local partners and organizers.
- Closely monitor field implementation to prevent misconduct, fraud, or misuse of resources.
- Collect, verify, and maintain accurate beneficiary data, supporting documents, and records.
- Prepare and submit timely narrative and situation reports in English, ensuring data accuracy and completeness.
- Translate field reports and documentation for internal and donor reporting purposes.
- Maintain real-time tracking of activities, beneficiaries, and program progress using designated systems.

- Support financial processes including advances, reimbursements, and coordination with finance teams.
- Ensure all procurement, payments, and hiring processes comply with organizational and donor regulations.
- Maintain effective coordination and communication with internal teams, partners, and relevant stakeholders.
- Undertake any other duties assigned in support of program objectives.

Qualifications

Required:

- Must be Myanmar Nationality.
- Any bachelor's degree holders
- 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
- Ability to work independently as well as maintain a positive working relationship with multi-racial citizens
- 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.

Salary and Benefits

- Competitive local salary commensurate with experience
- Monthly health allowance
- Communication 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 **1 April 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.