



Equality Myanmar

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Vacancy announcement: Assistant Case Officer

Job Title: Assistant Case Officer

Grade: A1

Service Type: Consultancy

Location: Chiang Mai, Thailand/ Remote

Contract period: 15 November 2026 – 31 May 2027

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:

- Support the monitoring, screening, and verification of human rights violation cases through media monitoring, field sources, desk research, and documentation.
- Handle data entry, classification, and regular maintenance of confidential information securely within the encrypted case management database.
- Compile and organize human rights data by category and theme to support the Case Officer in analyzing trends and preparing evidence-based reports.
- Help prepare initial drafts of quantitative and qualitative reports, case summaries, and data sets for organizational publications and stakeholder submissions.
- Assist in gathering, organizing, and tracking relevant laws, decrees, and directives to support legal compliance reviews and standard human rights analysis.

- Participate in internal case analysis meetings, taking notes and helping distribute feedback or action items to data collectors.
- Coordinate with the Administration and Logistics teams to process activity-related financial documentation and support program implementation tasks.
- Prepare and regularly submit a monthly timesheet and record work plans on calendar.
- Undertake any other supportive duties assigned by the Case Officer or Documentation and Research Coordinator in line with program objectives.

Qualifications

Required:

- Must be of Myanmar Nationality.
- Bachelor's degree in human rights, law, journalism, social science, or equivalent experience
- Strong IT knowledge and technical skills, particularly with encrypted tools, are highly preferred.
- Minimum 1 to 2 years of experience in a relevant field or similar operational/administrative support role.
- High proficiency in Microsoft Word and Microsoft Excel.
- Good organizational skills with the ability to prioritize tasks and assist with office workflow under tight deadlines.
- Ability to work effectively within challenging and conflict-sensitive environments.
- Strong team player with the ability to maintain cooperative working relationships with local contacts and internal teams.
- Good communication skills in both written and spoken English and Myanmar.
- Willingness to adapt to changing work requirements and priorities.

Desired:

- Demonstrated basic understanding of human rights principles.
- Self-motivated, proactive, and detail oriented.
- Respect for diversity and sensitivity to other cultures.
- Flexible and willing to learn new technical skills.

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 multiracial 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 healthcare and communication allowance
- Opportunities to participate in professional development trainings and conferences.

How to apply

Interested applicants should send a cover letter, CV, and two professional references to the Human Resources Officer at ahc.eqmm@protonmail.com not later than **5:00 PM**, Thailand time, on **31 October 2026**.

Note: Only shortlisted candidates will be contacted for interview.