



Equality Myanmar

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Vacancy Announcement

Deadline For Application	3 July 2015
Position Title	Development Coordinator
Location	Equality Myanmar Office, Yangon, Myanmar
Reports to	Development Manager

Equality Myanmar (formerly HREIB) seeks a committed and enthusiastic person to join our team as **Development Coordinator**. This position is full time and starts as soon as possible.

Organization Background

Equality Myanmar (EQMM), formerly known as the Human Rights Education Institute of Burma (HREIB), is a nongovernmental organization that facilitates a broad range of human rights trainings, advocacy programs, and research and documentation projects which target civil society organizations and grassroots communities. EQMM is dedicated to raising widespread awareness of human rights in order to empower the people of Myanmar to engage in social transformation and to initiate rights-based solutions to social problems.

EQMM was founded (as HREIB) in 2000 in northern Thailand. Since transitioning inside Myanmar beginning in 2012, the organization now maintains its head office in Yangon with a field office in Mandalay and human rights education operations throughout the country. EQMM's main programming consists of human rights trainings and workshops, facilitation of advocacy networks and campaigns, and production of human rights print and multimedia materials, as well as research and analysis on topics relevant for its education and advocacy activities. The organization employs approximately 40 staff in Yangon, Mandalay and southern Myanmar.

Duties and Responsibilities

PROPOSAL/PROJECT WRITING AND MANAGEMENT

- Fundraising research and grants management and proposal monitoring database maintenance
- Maintains a database that tracks the funding process and monitors donors reporting requirements
- Proposal development, writing and/or editing
- Donor narrative report writing and editing
- Contributes to narrative progress reports/updates to donors and content for EQMM website in collaboration with program teams and the web master
- Contributes to EQMM publications, such as the Annual Report, where required

PLANNING, MONITORING, AND EVALUATION

- Assists in planning the program and activities of the HRE Program
- Implements monitoring tools to evaluate the impact of HRE activities and analyzes resulting data
- Maintains M&E databases
- Prepares outcome indicators for evaluation of the human rights trainings and workshops in collaboration with the Development Manager
- Assists the Development Manager in developing new M&E tools for specific projects and activities
- Compiles and share lessons learned from past program implementation and best practices in the field of human rights education
- Assist program staff with implementation and presents/shares analysis of M&E periodically

DAY TO DAY PROGRAM/PROJECT REPORTING ACTIVITIES

- Maintains databases and informs Development Manager of upcoming deadlines
- Reviews monthly activity reports from Program Manager for inclusion in donor reports
- Maintains M&E database with relevant training report results
- Drafts annual organization narrative reports.

DAY TO DAY ORGANIZATION MANAGEMENT ACTIVITIES

- Attends regular staff meetings.
- Provides input prior to management issues within M-COM committee.

Required Qualifications and Skills

- Native or Fluent English speaker
- Very strong English language writing skills
- Minimum 3 years work experience in a relevant field
- Master's Degree in development, social science, law or related field
- Understanding of project management and donor reporting
- Excellent report writing skills
- Strong analysis skills
- Strong interpersonal skills
- Self-motivated
- Able to meet deadlines
- Passionate about human rights and equality
- Ability to comfortably use MS Office Suite

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 thynnthynnhan@equalitymyanmar.org **not later than 3 July 2015**

- 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.

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.