



Equality Myanmar

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Vacancy Announcement

Deadline For Application	8 October 2015
Position Title	Operations Manager
Location	Equality Myanmar Office, Yangon, Myanmar
Reports to	Deputy Director

Equality Myanmar (formerly HREIB) seeks a committed and enthusiastic person to join our team as **Operations Manager**. 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, Chiang Mai (Thailand), and southern Myanmar.

Duties and Responsibilities

Human Resource Management

- Develop, review and update the Human Resources Policy and Procedures including a Human Resources information system; Ensure that all staff are aware of policies and procedures and that they are being followed
- Communicate and ensure compliance with office practices and policies and compliance with all employment related laws
- Counsel and advise staff on personal and work related issues including providing guidance and direction to management team and employees on human resources related topics
- Advise management in appropriate resolution of employee relation issues; act as lead on resolving any compliance related situations that arise

- Administer benefits programs such as life, health, pension plans, leave, retreat, and employee assistance; analyze wage and salary reports and data to determine competitive compensation plan and recommend procedures to reduce absenteeism and turnover
- Oversee the organization's HR internal staff capacity building and training development priorities
- Ensure that all supervisors (line managers) complete staff performance appraisals correctly and on time and submit the summary performance report to senior management team
- Manage the implementation of staff recruitment, induction, probation, retention and termination in line with organizational policy
- Administer employees job description and contract in coordination with employee's line managers/supervisor

Procurement and Logistic Management

- Develop, review and update the Procurement Policy and Procedures; ensure that all staff are aware of policies and procedures and that they are being followed
- Serve as team leader, coach and advocate for procurement and logistic staff; act as lead on resolving any compliance related issues that may arise
- Oversee the full array of materials management and procurement functions of purchasing requisition, competitive biddings, procurement decision, contract and order, shipping, receipt and inspection, procurement documents and logistical assistance to program/projects operations

Web & IT Management

- Oversee server and local networking system, IT support and maintenance
- Oversee the updating and maintenance of organization website to ensure all program and organizational progress are well reflected on the site and up to date including protecting security risks
- Supervise IT staff and webmaster

Administrative/Office Management

- Make certain that all administrative systems and processes are highly reliable, finely tuned and well delivered with an aim toward pro-action rather than reaction
- Serve as team leader, coach and advocate for administrative staff; act as lead on resolving any compliance related issues that may arise
- Oversee headquarter and field offices day to day administrative operations; interface effectively with all levels of the organization to coordinate and oversee all of the people-related and office management activities
- Liaise with state authorities to secure permissions and permits, and foundation registration procedures as necessary
- Secure necessary staff approvals as required (eg. International staff visas and work permits)

Other

- Coordinate with Finance Manager in preparing the annual budget of operation and staff cost; manage the operation budget implementation and review
- Undertake any duties assigned by supervisor

Note: Finance Operation responsibility is not part the duties of 'Operations Manager'. Equality Myanmar employs a full time Finance Manager.

Required Qualifications and Skills

1. Myanmar National
2. A University Graduate with additional qualifications in operations management (especially human resources, administrative and procurement)
3. At least 6 years of progressive and hands-on HR generalist experience and 4 years in operations/office management/administration services roles (working in admin & HR in a non-profit environment is preferable though not essential)
4. Strong oral and written communication skills. Superior interpersonal and coaching skills including patience and ability to work well with staff at all levels
5. Demonstrated ability to successfully participate on senior management team that provide leadership and strategic direction
6. Excellent analytical skills and good reasoning abilities and sound judgment
7. Broad knowledge and experience in employment law, compensation, benefits, administration, organizational planning and development, employee relations, safety, training and development, and office administration
8. Must have computer skills in MS Excel, MS Word & Power point
9. Willingness to commit to full-time work for at least one year
10. Creative, independent, and highly self-motivated
11. Respect for diversity and sensitivity to other cultures
12. Flexible, able to work under pressure, innovative, and a team player
13. Strongly committed to human rights, social justice, and peace

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 or thynnthynnhan.eqmm@gmail.com **not later than 8 October 2015**

- 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

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.