



# Equality Myanmar

Room 803, Level 7, Nawarat Center, No (186) 52 Street (Middle Block) Pazundaung Township  
 Yangon, Myanmar  
 Office Phone : 95 (0) 9-448023569, 95 (0) 1-9010605  
 Website : www.hreib.com, www.equalitymyanmar.org  
 Email : info@equalitymyanmar.org

## Vacancy Announcement

<b>Deadline For Application</b>	6 <sup>th</sup> January 2017
<b>Position Title</b>	EIDHR Project Finance Officer
<b>Location</b>	Equality Myanmar Office, Yangon, Myanmar
<b>Reports to</b>	EQMM Finance Coordinator 2

Equality Myanmar (formerly HREIB) seeks a committed and enthusiastic person to join our team as **EIDHR Project Finance Officer**. 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.

## EIDHR Project Summary

The project will be implemented over 3 years (2017-2019) in Kachin, Mandalay, Northern Shan, Kayin, Mon and Tanintharyi. The project aims to strengthen the ability and coordination of 550 Human Rights Defenders (HRDs), 18 Human Rights Civil Society Organizations (CSOs), 5 CSO Networks and 300 government members in their participation in the transition towards a sustainable democratic society free of human rights violations.

## Duties and Responsibilities

The EIDHR Project Finance Officer will have the following duties and responsibilities:

- Attend internal meetings (monthly/weekly) with EIDHR project team and logistic officer for project implementation planning
- Act as a procurement team member for finance review and payment for EIDHR project
- Make payments to suppliers for service or good procurements and staff for cash advances or reimbursement

- Ensure all of the project procurement for goods and services are strictly in compliance with procurements guideline
- Assist Project Coordinators in financial planning and budgeting
- Prepare monthly budget monitoring report to program/project responsible staff for further program/project management decision
- Ensure EIDHR project quarterly forecast expenditures and monthly advances to be submitted in time in coordination with project implementation team
- Check project advances, reimbursement and expense reports with relevant supporting documents and receipts/vouchers; submit it to Finance Coordinator 2 for verification
- Ensure and review all transactions are completed with supporting documents and other requirements
- Provide an immediate follow up questions and concerns on expense reports and supporting documents
- Provide checked expense and reimbursement data to EQMM Accountant 2 for data entry into the computerized accounting system
- Translate the expenses of receipts/vouchers when necessary
- Maintain the project's internal and external financial reports calendar up-to-date
- Maintain the project advance ledgers; and provide immediate follow up to project staff for delayed and outstanding advance claim than internal deadline
- Record project's cash transactions on a daily basis; report to Finance Coordinator on a monthly basis
- Assist to Finance Coordinator 2 in preparation of quarterly project financial reports
- Assist to Finance Coordinator 2 in preparation of project auditing
- Prepare and maintain all copies of all financial documentation, including vouchers and receipts, for audit/donor requirements
- Register project assets and inventory items; report it to Finance Coordinator
- Assist to Finance Coordinator for project staff payroll and pay salary to the staff
- Conduct internal project financial management trainings/discussions/workshops to EIDHR project team, sub grants holders and beneficiaries
- Conduct monitoring & evaluation trips to project areas
- Ensure full compliance with organizational and donor financial policies and procedures

### Required Qualifications and Skills

1. Myanmar National
2. A University Graduate with additional qualifications in the accounting field (B.COM or accounting diploma from LCCI, ACCA or CIMA or any equivalent)
3. At least 3 years experiences in project financial management and accounting field;
4. High computer literacy in MS word, Excel spreadsheets and other accounting programs
5. Must be highly skilled in dealing with financial and numeric data
6. Good command of spoken and written English
7. Willingness to commit to full-time work for at least three years
8. Creative, independent, and highly self-motivated
9. Respect for diversity and sensitivity to other cultures
10. Flexible, able to work under pressure, innovative, and a team player
11. 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 [humanresource@equalitymyanmar.org](mailto:humanresource@equalitymyanmar.org) not later than **6 January 2017 (Friday) 4:00 PM.**

- 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](http://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.*