



# Equality Myanmar

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## Vacancy Announcement

<b>Deadline For Application</b>	6 <sup>th</sup> January 2017
<b>Position Title</b>	EIDHR Project Logistic 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 Logistic 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 Logistic Officer will have the following duties and responsibilities:

- Make certain that all logistic operations systems and processes are highly reliable, finely tuned and well delivered with an aim toward pro-action rather than reaction
- Prepare EIDHR project annual procurement plan in coordination with consortium team
- Participate in monthly and weekly planning meetings with EIDHR project implementation teams to agree on logistical operations

- Provide logistical assistance for meetings, conferences, seminars, workshops, trainings, events or campaigns, IEC materials production activities organized by EIDHR project implementation team
- Manage the ongoing logistical expenses of EIDHR project, i.e. food & refreshment, travel reimbursement, hotel packages, travel payment, printing publications & IEC materials, etc;
- Prepare cash advances and liquidation report for logistical expenses in coordination with Project Finance Officer and Coordinators and staff
- Arrange the local, regional, and international travel of EIDHR project staff members, resources person or beneficiaries i.e. flight, train, bus ticket, visa/work permit, invitation letter, grand transport, etc;
- Coordinate field procurement activities and passing them to relevant office or place in time;
- Work in close collaboration with other members of EQMM team; sharing information on providing overviews of logistics requirements for the development of project proposals and subsequent projects;
- Liaise with state authorities to secure permissions and permits for EIDHR project activities ( If required)
- Keep proper good delivery with require tools (i.e. Waybill, Packing list, Delivery note and Good receive note)
- Organize and keep update on EIDHR procurement tracking sheet
- Report to the admin & HR coordinator to address any issues arising on logistical operations management
- Conduct internal trainings/discussion/workshops for procurement guidelines to EIDHR project implementation team, sub-grants holders and other beneficiaries
- Ensure the procurement practices are compliant with EQMM and donor's procurement guidelines
- Make advice to the admin & HR coordinator in developing and updating procurement policies and procedures and necessary log forms;
- Maintain up-to-date logistic packages quotation i.e. hotel, training center/hall, printing house, travel agents, etc;
- Submit monthly procurement tracking sheet to Admin & HR Coordinator

### Required Qualifications and Skills

1. Myanmar National
2. A University Graduate with additional qualifications in the logistic and procurement field
3. At least 3 years experiences in project logistical operation management and procurement support areas;
4. High computer literacy in MS word, Excel spreadsheets and other accounting programs
5. Must be highly skilled in dealing with suppliers/vendors and service providers
6. God 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.*

