



Equality Myanmar

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Vacancy Announcement

Deadline For Application	6 th January 2017
Position Title	EIDHR Project Senior Coordinator
Location	Equality Myanmar Office, Yangon, Myanmar
Reports to	EIDHR Project Manager

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

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 Senior Coordinator will have the following duties and responsibilities:

- Leading the EQMM project team to ensure all project objectives, output and outcome are implemented in timely manner effectively.
- Drafting the project report for Project Management Committee.
- Coordinating among consortium partner and Project Management Committee of project to make sure proposed activities are on track.

- Developing Quarterly work plan for consortium project for EQMM.
- Coordinating and supervising Regional Coordinators to ensure all regional related activities are delivered as per work plan and proposed activities.
- Oversee the management of ten project staff and the direct supervision of seven project staff.
- Review and improve capacity building program for CSOs such as updating curriculums and enhancing trainer skill with relevant training based on existing assessment results (base line data).
- Work closely with grant management team and panel to ensure the Small Grant Architecture is functioning well such as grant announcement, proposal accepting/ evaluated and grant expenditure of CSOs.
- Coordinating with project M&E Coordinator to ensure all measureable output/outcome of the consortium project are collected during the project life-time.
- Ensure overall project activities and outcomes are reflective of EQMM strategic plan 2016-20 and Organizational Vision and Mission.
- Contribute to conducting Participatory Review; Mid-term project and final evaluation.
- Working closely with project implementation team of consortium partners.
- Arranging appropriate resources such as consultants for evaluation outsource training and materials for project implementation team of EQMM.
- Coordinating with EQMM operation team as well as project finance and logistic officers for project related activities on all procurements and financial expenditures.
- Develop and strengthen monitoring, inspection and evaluation procedures
- Monitor all project activities, expenditures and progress towards achieving the project output
- Work closely with project M&E coordinator to develop monitoring and impact indicators of consortium project
- Provide feedback to the Project Manager on project strategies and activities;
- Suggest strategies to the Project Management team for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and then by developing action plans for improvement;
- Coordinate the EQMM project team and facilitate regular meetings, enabling an effective learning and sharing culture
- Assist Project Manager of Consortium in the preparation of reports on the findings and lessons learned from project innovations;
- Report to EQMM Projects & Advocacy Manager about the progress of the project implementation and project team's performance and tasks on a monthly basis
- Ensure all project Documentation are recorded both soft and hard copies for reporting and lessons learnt by the EQMM project implementing team.

Required Qualifications and Skills

1. Myanmar National
2. Must be able to communicate comfortably in oral and written English and Myanmar
3. A University Graduate preferably in Social Science, Development Studies, research, or a relevant field
4. At least 6 years of progressive and hands-on in-depth knowledge and experience of project management and project cycle management
5. Strong oral and written communication skills. Superior interpersonal and coaching skills including patience and ability to work well with staff at all levels
6. Demonstrated ability to successfully participate in project management that provides leadership and strategic direction
7. Excellent analytical skills, good reasoning abilities and sound judgment
8. Must have computer skills in MS Excel, MS Word & Power point
9. Willingness to commit to full-time work for at least three years
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
14. Willingness to travel frequently to project sites and rural areas
15. Negotiation skills with different stake holders and staff

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 **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. 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.