



# Equality Myanmar

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## Vacancy Announcement

### Deadline For Application

6<sup>th</sup> January 2017

### Position Title

EIDHR Project Trainers (2 Post)

### Location

Equality Myanmar Office, Yangon, Myanmar

### Reports to

EIDHR Project Coordinators

*Equality Myanmar (formerly HREIB) seeks a committed and enthusiastic person to join our team as **EIDHR Project Trainers (2 Post)**. 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 Trainer will have the following duties and responsibilities:

- Participate in annual, quarterly and monthly planning meeting, scheduling activities, and EIDHR project team meetings
- Participate in preparation and debriefing meetings before and at the end of each training (taking note of major issues) with EQMM Human Rights Education Core Program team;
- Prepare all of EIDHR project training modules and scheduling;

- Prepare education resources for EIDHR project training activities;
  - Training handouts (inputs, pre & post tests, evaluation forms, case studies, etc)
  - Administer pre and post tests, attendance list and evaluation forms
  - List stationary and training materials needed, and transfer list to Project Logistic Officer
  - Ensure training space is appropriately set up and ready for training
  - Collect teaching tools for training purposes
  - Collect training sources for training inputs
  - Daily training observation record/evaluation
  - Take photo documents
  - Collect and summarize pre and post tests, participants contact list, attendance sheet and evaluation for reporting purposes
- Ensure all trainings documentation are recorded in both soft and hard copies for reporting
- Assist Project Coordinators for training participants selection
- Organize and facilitate EIDHR project trainings (Human Rights Trainings, Training of Trainers, Refresher Course, etc)
- Conduct monitoring trips to EIDHR project multiplier Human Rights trainings in project areas
- Submit a narrative training activity reports to EIDHR Project Coordinators as internal deadline
- Review success stories and challenges, and administer training follow up activities
- Prepare advances, reimbursement, and liquidation report of EIDHR project training activities in coordination with EIDHR Project Coordinators and Finance Officer
- Prepare EIDHR project training procurement plan in coordination with Project Logistic Officer
- Develop and strengthen trainings monitoring and evaluation procedures
- Ensure full compliance with organizational and donor financial policies and procedures

### Required Qualifications and Skills

1. Myanmar National
2. Qualifications in completion of EQMM Training or Trainers for human rights or other relevant
3. At least 2 years experiences in facilitating human rights trainings
4. High computer literacy in MS word, Excel spreadsheets, etc
5. Must be highly skilled in dealing with Community and in-depth knowledge of Human Rights
6. Willingness to commit to full-time work for at least three years
7. Strong inter personnel communication skills
8. Strong experience on Facilitation skills
9. Creative, independent, and highly self-motivated
10. Respect for diversity and sensitivity to other cultures
11. Flexible, able to work under pressure, innovative, and a team player
12. 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.*