



Equality Myanmar

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Vacancy Announcement

Deadline For Application	8 May 2019
Position Title	Community Organizing Coordinator
Location	Equality Myanmar Office, Yangon, Myanmar
Reports to	Program Manager

*Equality Myanmar (formerly HREIB) seeks a committed and enthusiastic person to join our team as **Community Organizing 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. 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 core program and projects focus on human rights trainings and workshops, capacity building for civil society, facilitation and implementation of advocacy activities, 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 60 staff in Yangon, Mandalay and Myitkyina.

Duties and Responsibilities

- Work closely with Program Manager and Programme Coordinators, providing assistance in ensuring all project objectives, outputs and outcomes are implemented by the EQMM team in a timely manner effectively.
- Liaise with local authorities, CSOs and other relevant stakeholders – primarily HREN - to build good working relationship necessary for EQMM's program intervention under the supervision of the Program Manager
- Represent EQMM in a transparent and professional manner to the local community, the civil society and the authorities and state agencies
- Provide CSOs and CSO networks with support and mentoring where needed, such as reporting and documentation on sub grant related activities
- Actively participate in the identification and selection of prospective sub-grants recipients, according to EQMM Policies and Procedures.
- If needed, take an active role in the Sub-granting evaluation team
- Compile all reviewed financial and narrative reports related to the sub grants and provide them to the Program Manager
- Actively participate in relevant meetings and discussions, and provide feedback to Program Manager for issues which need further consideration
- Organize and facilitate regular activities linked to EQMM, such as information events/workshops/roundtable discussions/youth forum etc.
- Support Program Manager to feed information for EQMM's information outlets and reports

- Support effective flow of information between core HRE program team and to local authorities and communities.
- Coordinate with technical teams to provide assistance for activities in project areas
- Coordinate with Development Coordinators to ensure all measurable output/outcome of the projects are collected during the project life-time.
- Coordinate with EQMM operation team as well as finance and operation teams for project related activities on all procurements and financial expenditures.
- Ensure all project documentation is recorded both soft and hard copies for reporting and lessons learnt by the EQMM project implementing team
- Submit a narrative activity report of each small grants reports to Program Manager within 3 working weeks after the activity accomplished including photographs of the activity;
- Translate English - Myanmar a narrative activity report, evaluation summary and follow up forms.
- Act as the PET (Project Evaluation Team) member for selection of sub grants
- Complete the updated Equality Myanmar activity in the news summary of activity form to send EQMM's Communication and Information Coordinator in three days after each activity has done;
- Complete team's monthly activity form and submits within first week of every month to PM;
- Keep regular contact and update activities to PM. (If PC are in outreach activities);
- Review success stories and challenges for its activities and consults with PM before administering follow up activities;
- Make monitoring trip to project area and report to PM.
- Monitor project budgets, review monthly budget review report prepared by finance department to analyze budget variation and consult with Program Manager for budget relocation and further decision
- Oversee program/projects activities cash flow;
- Coordinate Logistic Officer for project activities logistical expense and payment;
- Identify and discuss opportunities for collaboration with other organizations, groups and networks and report back to the Program Manager.

Required Qualifications and Skills

1. Myanmar National
2. Fluent in Myanmar and English, both written and spoken
3. At least 3 years of progressive and hands-on in-depth knowledge and experience of project management, project cycle management and community mobilizing projects
4. Excellent communication and networking (interpersonal) skills
5. Must have computer skills in MS Excel, MS Word & Power point
6. Respect for diversity and sensitivity to other cultures
7. Strongly committed to human rights, social justice, and peace
8. Willingness to travel frequently to project sites and rural areas

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 or mchuai.eqmm@gmail.com ; **no later than 8 May 2019 before (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.

****Women and person with disable are encouraged to apply for this position****

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.

Only shortlisted candidates will be contacted for interview.