



# Equality Myanmar

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## Vacancy Announcement

<b>Deadline For Application</b>	<b>5 June 2019</b>
<b>Position Title</b>	<b>Project Coordinator (From Hate Speech to Inter-Communal Harmony)</b>
<b>Grade Level</b>	<b>Level 3</b>
<b>Location</b>	<b>Equality Myanmar -Yangon Office</b> <b>(Frequent travel to field locations - Dawei, Sagaing and Hpa-an.)</b>
<b>Reports to</b>	<b>Project and Advocacy Manager</b>
<b>Directly Supervises</b>	<b>(3) Community Mobilizer</b>

*Equality Myanmar is seeking a Project Coordinator that can take responsibility for project implementation and management, report directly to the Projects and Advocacy Manager and supervising the daily tasks of three community mobilizers to be based in the focus areas 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.

### Project Summary

Equality Myanmar (EQMM) is rolling out the DIGNI-funded project "From Hate Speech to Inter-Communal Harmony" to be implemented in three regions of Myanmar (Sagaing, Kayah and Thaninthari). The project aims to build capacities and networks of grassroots actors in these regions, to support systematic and collaborative implementation of solutions to hate speech. Additionally, it will link community level activities and outcomes with awareness raising and advocacy at the national level, in an effort to pressure the government to improve its actions and conduct in countering hate speech. The intended impact is to reduce the frequency and influence of hate speech.

### Duties and Responsibilities

- Work closely with EQMM teams to providing assistance in ensuring all project objectives, outputs and outcomes are implemented by the project team in a timely manner.

- Ensuring project adheres to donor-approved frameworks and benchmarks and all documentation is appropriately collected and kept.
- Advance and determine potential project changes and/or risks and provide adequate solutions to such changes.
- Plan and lead monitoring visits to project areas to ensure activity implementation and wise utilization of resources.
- Provide supervision and guidance to three (3) Community Mobilizers based in Sagaing, Kayin and Thaninthari.
- Identify and help procuring ad-hoc resources required for project implementation, be them human resources – consultants, translators, advisers - or materials resources – equipment or other goods and services-.
- Providing any other administrative support as needed.
- Report to Projects and Advocacy Manager, take overall responsibility for the project’s financial management and oversight in accordance with Equality Myanmar’s policies and Donor’s requirements
- Review monthly finance reports and lead in budget monitoring & variance analysis, providing prompt action to budget and/or expenditure deviations.
- Ensure project donor financial and narrative report are submitted by deadline in coordination with Development Manager and Finance Manager
- Liaise with local authorities, CSOs and other relevant stakeholders to build good working relationship necessary for EQMM’s program intervention under the supervision of Project and Advocacy Manager
- Represent EQMM in a transparent and professional manner with the local community, civil society and authorities of the project areas.
- Coordinate with EQMM operation team as well as finance department for project related activities on all procurements and financial expenditures, supporting documents
- Act as a project focal person in project area for all EQMM activity.
- Submit media news to Administrative Officer ( Yangon ) not later than three working days after the completion of activity
- Submit a draft narrative report to Project and Advocacy Manager for Donor reporting purpose including photographs of the activity according to report time line
- Submit monthly work plan, monthly report verse implementation activities report as well as findings and lessons learned from project innovations to the Project and Advocacy Manager not later than 7<sup>th</sup> of the month
- The expense report must be submitted to Finance department not later than 7 day after the completion of activity done.

#### **Required Qualifications and Skills**

1. Myanmar National
2. Can Communicate well in Myanmar and English, both written and spoken
3. At least 2 years of progressive and hands-on in-depth knowledge and experience of project management, project cycle management and community mobilizing projects
4. Familiar with Hate Speech issues in Myanmar, Freedom of Expression (FoE), Freedom of Religion and Belief (FoRB).
5. Demonstrated experience working with civil society organizations and actors in Myanmar and familiarity with the work of Equality Myanmar

6. Experience in managing sub-grants at community level is desirable
7. Excellent communication and networking (interpersonal) skills
8. Must have computer skills in MS Excel, MS Word & Power point
9. Respect for diversity and sensitivity to other cultures
10. Strongly committed to human rights, social justice, and peace
11. 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 [mchuai.eqmm@gmail.com](mailto:mchuai.eqmm@gmail.com) ; **no later than 5 June 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](http://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.***