



Equality Myanmar

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Vacancy Announcement

Deadline For Application

19th Aug 2019

Position Title

Development Manager

Location

Equality Myanmar Office, Yangon, Myanmar

Reports to

Deputy Director

Equality Myanmar seeks a committed and enthusiastic person to join our team as Development Manager. The Development Manager writes captivating proposals and reports, communicates with donors, and manages fundraising and M&E. We're looking for someone with strong verbal skills in English, who is well-acquainted with Myanmar's human rights context, savvy in project design, and has a keen management sense. 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 60 staff in Yangon and Mandalay.

Duties and Responsibilities

Grant Writing and Management (50%)

The Development Manager will have the following duties and responsibilities:

- Develops clear fundraising goals with senior management team;
- Develops effective strategies to secure adequate funding to meet targets, including maintaining and increasing existing sources of funding as well as cultivating and developing new funding sources;
- Researches grant opportunities which are a good fit to EQMM's organizational and programme strategies;
- Develops effective, persuasive and comprehensive grant applications in accordance with strategic priorities set by the Management Committee;

- Supports Deputy Director to ensure compliance with conditions and requirements of existing grants;
- Produces communications materials related to all grants including narrative progress reports and content for website in collaboration with program teams and the web master;
- Prepares presentations for and meet with visiting prospective and existing donors;

Monitoring and Evaluation (15%)

- Develop and manage overall monitoring and evaluation frameworks, ensuring indicators and objectives are consistent with the organizational mandate and donor expectations
- Works with Development Coordinators to design and implement monitoring and evaluation tools
- Compiles and share lessons learned from past program implementation and trains program staff on monitoring and evaluation.

Day to Day Program/Project Reporting Activities (25%)

- Prepares narrative program / project reports in reviewing monthly activities reports as well as interviews to beneficiaries' groups and evaluation meeting with project/program staff; and
- Prepares annual organization narrative reports.

Day to Day Organization Management Activities (5%)

- Takes a representative role of M-COM members;
- Attends regular M-COM meetings, or calling a meeting as required; and
- Provides inputs prior to management issues within M-COM committee.

Other Duties (5%)

- Undertake any other organizational tasks that may from time to time be assigned.

Required Qualifications and Skills

1. Myanmar National or International
2. Background in Monitoring and Evaluation, Grant Writing and Management are preferred
3. Minimum 5 years working experience in similar or relevant roles
4. Must be able to travel periodically
5. Must be fluent in English (speaking, writing, reading)
6. Willingness to commit to full-time work for at least one year
7. Creative, self-motivated, and a critical thinker
8. Flexible, willing to learn new skills, able to work under pressure, and a team player
9. Respect for diversity and sensitivity to other cultures
10. 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 hr.eqmm@gmail.com **not later than 19th Aug 2019, (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.