



# Equality Myanmar

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## Vacancy Announcement

<b>Deadline For Application</b>	<b>10<sup>th</sup> August 2020</b>
<b>Position Title</b>	<b>Trainer-Upper Myanmar</b>
<b>Location</b>	<b>Equality Myanmar Office, Yangon, Myanmar</b>
<b>Reports to</b>	<b>Program Coordinator-Upper Myanmar</b>

Equality Myanmar (formerly HREIB) seeks a committed and enthusiastic person to join our team as **Trainer – Upper Myanmar**. This position is full time and starts as soon as possible.

## Organization Background

Equality Myanmar (EQMM) is a nongovernmental organization that facilitates a broad range of human rights education activities, advocacy programs, and research projects which target civil society organizations and grassroots communities. EQMM conducts trainings of trainers (ToTs), basic and thematic human rights trainings, community events, and in-depth workshops at its centers in Yangon as well as throughout Myanmar. The organization also provides customized human rights trainings to organizations working on various issues around the country.

Since its establishment in 2000, EQMM has trained over 20,000 women, university students, monks and pastors, activists, school teachers, and community leaders, building a strong network of human rights trainers and advocates across the country as well as along Myanmar's border regions.

With a national focus in our programming, EQMM aims to formalize civil society networks dedicated to coordinating advocacy efforts, hosting community awareness events, and dialoguing with other stakeholders on human rights issues.

EQMM has played a central role in coordinating a wide range of advocacy campaigns over the years to raise awareness about the human rights situation in Myanmar at local, national, regional, and international levels.

## Duties and Responsibilities

### Program Management

The Trainer-Upper Myanmar will have the following duties and responsibilities:

- Participate in annual, quarterly and monthly planning meeting, scheduling activities, monthly meetings and team meetings;
- Participate in preparation and debriefing meetings before and at the end of each training (taking note of major issues);
- Take meeting minutes, and submits meeting notes (the outcomes and decisions) to Program Coordinator within 2 days;
- Help to develop schedule and modules with other trainer team members (if standard schedule and modules are not used);

- Take documentation in workshop and submit to Program Coordinator within 5 working days.
- Prepare education resources for each activity as follow:
  - Training handouts (inputs, pre & posttest, evaluation forms, case studies, etc:)
  - Oversee pre & posttests, attendance list and evaluation forms
  - List stationary and training materials needed, and transfer list to Admin & 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 (the training flow, participants' mood, trainers' skill, etc)
  - Take photo documents, and transfer to Program Coordinator and
  - Collect and summarize pre & posttest, participant contact list, attendance sheet, evaluation and success stories for reporting purposes
  - Develop and submit monthly individual work schedules by using Google calendar before the first week of every month, and update daily activity at the end of every working day;
  - Contacts and consults to the HREN (Human Rights Educators Network) Focal trainer and organizers from the hosted organizations to prepare trainings are organized;
  - Observes training needs assessment and reports to Program Coordinator; and
  - Shares human rights related information and other to alumni Google group and Facebook groups.

#### **BENEFICIARY SELECTION AND MANAGEMENT OPERATION**

- Assists Program Coordinator to compile and make a list of applied applications for selection process;
- Participate in applicant selection process;
- Contact local organizer to consult on participant criteria and selection in order to get the qualified participants; and
- Observe and recommend potential participants for further training opportunities.

#### **FACILITATION**

- Organize and facilitate workshops, community events, and externally requested trainings; and
- Co - Facilitate the basic human rights trainings in coordination with HREN (Human Rights Educators Network) members and monitor and ensure these trainings are met with EQMM (Equality Myanmar) standards and effective to the community members.
- Co-facilitate EQMM (Equality Myanmar) related trainings activity if necessary

#### **MONITORING AND EVALUATION**

- Make monitoring trip to multiplier trainings, external trainings and report to Program Coordinator.

## REPORTING ON TRAINING ACTIVITIES

- Ensure the reporting and documenting procedures are followed for all activities (including external trainings, networking meetings, and external requested trainings);
- Submit a narrative activity report (HRs trainings, thematic workshops and networking meetings (funded and non – funded by EQMM,) to program coordinator within a week (7 days) completion of activity including the following relevant supporting documents: photographs of the activity; pre/post test questions, pre/post test results and analysis; attendant sheet, participants’ list for each activity; and evaluation forms
- Keep regular contact and update activities to Program Coordinator; (If trainers are in outreach activities)
- Review success stories and challenges, and administer follow up activities; and
- Complete in the updated Equality Myanmar activity in the news summary of activity form for only HR trainings facilitated by trainer to send EQMM’s Admin Officer in three days after the activity has done.

## Financial Management

- Prepare advances, reimbursement, and expenses of program/projects activities under the supervision of program coordinator;
- Discuss with PC for budget variation such as budget surplus, deficit, relocation, etc;
- Familiarize with program/projects budget
- Coordinate with Logistic Officer for program/project activities logistical expenses and payment.

## NETWORKING

- Networking with potential partners and collect contact list and transfers the list to Administrative Officer;
- Attend other networking meetings if assigned by Program Coordinator and Program Manager

## Required Qualifications and Skills

1. Myanmar National
2. EQMM Training of Trainers and/or other relevant human rights training experience
3. At least 3 years’ experiences in facilitating human rights trainings
4. Must be highly skilled in dealing with Community and in-depth knowledge of Human Rights
5. Computer literacy in MS word, Excel spreadsheets, etc.
6. Willingness to commit to full-time work
7. Creative, independent, and highly self-motivated
8. Respect for diversity and sensitivity to other cultures
9. Flexible, able to work under pressure, innovative, and a team player
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](mailto:hr.eqmm@gmail.com) not later than 10<sup>th</sup> August 2020 (Mon) 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.***