# Vacancy Announcement

<table>
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<tr>
<th><strong>Deadline For Application</strong></th>
<th>27th Aug 2020</th>
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<tr>
<td><strong>Position Title</strong></td>
<td>Program Coordinator (Advocacy)</td>
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<tr>
<td><strong>Location</strong></td>
<td>Equality Myanmar Office, Yangon, Myanmar</td>
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<td><strong>Reports to</strong></td>
<td>Project and Advocacy Manager</td>
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Equality Myanmar seeks a committed and enthusiastic person to join our team as **Program Coordinator (Advocacy)**. 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

### Project Management

The Program Coordinator (Advocacy) will have the following duties and responsibilities:

- Plan and manage advocacy project activities and budget under supervision of Projects & Advocacy Manager;
- Maintain strong project monitoring, information gathering, compilation and filing system for the different activities;
Coordinate with implementing partners and stakeholders for effective program implementation and ensure strong networking; these may include Community Base organizations, faith communities, student groups, scholars, and others.

- Organize trainings, meetings, workshops, events, and advocacy campaigns where designated in the project;
- Supervise advocacy interns;
- Contribute to creative and strategic advocacy planning;
- Represent EQMM in advocacy working groups and network meetings;
- Conduct translation/interpretation tasks related project activities and documents where necessary;
- Support the development of grant proposals, where necessary.

Financial Project Management

- Verify advances, reimbursement, and expenses of project activities;
- Monitor the project budget to ensure minimum under or over expenditure;
- Review budget variations and consult with Advocacy Training Coordinator and submit to Project and Advocacy Manager for budget reallocation and further decisions;
- Submit Monthly cash forecast to finance department;
- Oversee project activities cash flow; and
- Coordinate with Logistic Officer for project activities logistical expense and payment.

Reporting

- Ensure the required reporting and documenting procedures are followed for all project activities;
- Submitted all reports and documentation in a timely fashion to meet project deadlines;
- Review success stories and challenges for project activities and discuss results with supervisor;
- Maintain project folders in EQMM’s online database and regularly ensure files are up-to-date;

Required Qualifications and Skills

1. Myanmar National
2. Must be able to communicate comfortably in oral and written English and Myanmar
3. A University Graduate preferably in Social Science, Development Studies, research, or a relevant field
4. At least 2 years of progressive and hands-on in-depth knowledge and prefer an experience of Advocacy.
5. Strong oral and written communication skills. Superior interpersonal and coaching skills including patience and ability to work well with staff at all levels.
6. Demonstrated ability to successfully participate in program management that provides leadership and strategic direction.
7. Excellent analytical skills, good reasoning abilities and sound judgment
8. Must have computer skills in MS Excel, MS Word & Power point
9. Willingness to commit to full-time work
10. Creative, independent, and highly self-motivated
11. Respect for diversity and sensitivity to other cultures
12. Flexible, able to work under pressure, innovative, and a team player
13. Strongly committed to human rights, social justice, and peace
14. Willingness to travel frequently to project sites and rural areas
15. Negotiation skills with different stake holders and staff

**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 27th Aug 2020, (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.*