**Vacancy Announcement**

<table>
<thead>
<tr>
<th>Deadline For Application</th>
<th>24th August 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title</td>
<td>Project Officer</td>
</tr>
<tr>
<td>Location</td>
<td>Equality Myanmar Office, Yangon, Myanmar</td>
</tr>
<tr>
<td>Reports to</td>
<td>Project and Advocacy Manager</td>
</tr>
</tbody>
</table>

Equality Myanmar seeks a committed and enthusiastic person to join our team as **Project Officer**. 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 Project Officer Myanmar will have the following duties and responsibilities:

- Work closely with Advocacy Training Coordinator and Project and Advocacy Manager to provide assistance in ensuring all project plan including project objectives, output and outcome are implemented by the EQMM team in a timely manner effectively;
- Liaise with Union/ State and Regional parliament, Government ministries, local authorities, CSOs in targeted locations, Student Union and other relevant stakeholders to build good working relationship necessary for EQMM’s program intervention under the supervision of Project and Advocacy Manager;
- Develop and update activity work plan in cooperation with Executive Director and Advocacy Training Coordinator;
- Actively participate in relevant trainings, meetings and discussions, and provide feedback to Project and Advocacy Manager for issues which need further consideration;
• Organize and facilitate regular activities linked to EQMM, such as Lobbying event, trainings, meetings;
• Coordinate with EQMM operation team as well as finance and logistic officers for project related activities on all procurements and financial expenditures and process;
• Regular project budget monitoring and management;
• Provide feedback to the Project and Advocacy Manager and Advocacy Training Coordinator on project strategies and activities
• Assist EQMM team in preparation of reports on the findings and lessons learned from project activities;
• Ensure all project Documentation are recorded both soft and hard copies for reporting and lessons learnt by the EQMM project implementing team;
• Travel with ED/Advocacy Training Coordinator to the project areas for the required assistance and support;
• Report to EQMM Projects and Advocacy Manager about the progress and outcome of the planned activity within two weeks after the implementation.

Required Qualifications and Skills

1. Myanmar National
2. Minimum 2-3 years of experience in working with INGOs/ NGOs or comparable relevant experience in Myanmar
3. Sound knowledge on Human Rights issues and Advocacy knowledge is preferable
4. Must have Project Cycle Management Skills
5. Must have Budget Monitoring and Management Skills
6. Able to communicate comfortably in oral and written English and Myanmar
7. Knowledge of the political situation in Myanmar
8. Must have computer skills in MS Excel, MS Word & Power point
9. Willingness to travel frequently.
10. Willingness to commit to full-time work
11. Creative, independent, and highly self-motivated
12. Flexible, able to work under pressure, innovative, and a team player
13. Respect for diversity and sensitivity to other cultures
14. 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 24th 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. 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.