

Equality Myanmar



Human Resources Policies & Procedures Manual

Version 4.2
May, 2014

Introduction

This manual provides detailed information on the human resources policies and procedures of Equality Myanmar for use by management and staff.

The policies and procedures presented are implemented to support staff, management, and the organization. They are intended to help ensure that staff is treated equally, and have redress in cases where a staff member believes that he/she has been treated unfairly.

Many of the policies and procedures described focus on the documentation and management of staff time and the transfer and documentation of information. The observation of schedules, deadlines, and agreements allows for efficient operations as well as for an easier and less stressful work environment through the elimination of special cases. The policies also outline practices for working with outside organizations, donors, and individuals.

The policies and procedures presented will change over time to reflect the latest business, employment, legislation, and economic conditions. Staff and donors will be advised as changes occur. The policies and procedures herein are considered guidelines and not a formal contract between the Equality Myanmar and staff. They are intended to answer questions concerning employment, working hours, salary, and benefits.

All staff is employed at will, and are subject together with the policies and procedures to the authority of the management committee (M-COM), which has the mandate to waive any portion thereof if, in its judgment, there exists extenuating circumstance without prior notice to staff. Any such action applies to existing as well as new staff. M-COM will, however, make every effort to solicit staff input before implementing a policy and/or procedure change.

Any changes will be advised to all staff and donors by the Executive Director as necessary. No statement or promise by a supervisor, manager, or coordinator may be interpreted as a change in policy and/or procedure, nor will it constitute agreement of staff.

Management hopes that this manual provides sufficient information and guidance to HREIB staff and donors.

Table of Contents

I – Vision, Mission & Core Value Statement	4 - 5
II – Code of Ethics	5 - 6
III – Conditions of Employment	
1. Equality and Non – Discrimination	7
2. Confidentiality of Information	7
3. Compensation	8 - 14
4. Disciplinary Action	14 - 17
5. Grievances	17 - 18
6. Leave	19 - 23
7. Management, Supervision and Reporting	23 - 24
8. Office Administration	25 - 30
9. Performance Evaluation	30 - 31
10. Property	31 - 32
11. Recruitment	32 - 37
12. Separation	37 - 38
13. Travel	38 - 41
IV – Appendices	
1. Organizational Diagram	42
2. Management & Regular Staff Members Positions	43- 44
3. Employment Classifications	44 -46
4. Position Descriptions	47- 142
5. Administrative/Human Resources Forms	142 - 273
6. Acronyms	274 – 275
7. Terminology	276 - 278
V – Annexes	
1. Salary & Honorarium Guidelines	280
2. Vehicle Policies & Procedures	281 – 293
3. Child Protection Policy	
4. Sexual Harassment Policy	
5. Library Policies & Procedures	294
6. 2014 Official Holidays	295 - 296

I – Vision, Mission and Core Values Statement

The 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 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 and Mandalay 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 (formerly HREIB) has trained over 1,000 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 administrative offices in Myanmar and Thailand and Human Rights Education Training Centers based in Yangon and Mandalay, 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.

Additionally, the organization produces human rights educational materials, audio/visual tools, and other multimedia resources to address the lack of human rights information available in Burmese and ethnic languages. The resources, including TV episodes, booklets, posters, animations, and magazines, provide those who cannot attend traditional face-to-face trainings with an opportunity to learn about various human rights issues.

Vision

“EQMM envisions a peaceful, tolerant and democratic society built on respect for dignity and human rights for all in Myanmar.”

Mission

EQMM's mission is to empower the people of Burma through human rights education to engage in social transformation and promote a culture of human rights.

Core Values

EQMM subscribe to a human rights based approach. This approach integrates the norms and principles of the international human rights system into all aspects our work and our organization. The principles

are defined as: Inalienability, indivisibility and interdependence of human rights; Empowerment and participation; Equality and non-discrimination; and Accountability.

Inalienability, indivisibility and interdependence human rights

EQMM promotes the norms, standards and goals of the International Human Rights Framework. Through the human rights based approach, EQMM anchors the principles of human rights into our grassroots education and defines who we are and how we operate.

Empowerment and Participation

EQMM takes a rights based participatory approach. We believe that education is the root of change and the empowerment of rights holders through education can transform society. HREIB human education reflects the experiences and lives of the rights holders we work with. Their experiences and knowledge informs our methodology and the way we train so that we treat every training as a mutual learning experience. EQMM creates an enabling environment for staff to participate in decision making about the strategic direction of work, program design and our operations.

Equality and non-discrimination

Promoting equality and non-discrimination is a fundamental element in our training and our operations. We promote respect for each other, not only with rights holders but also with our staff. We believe in creating a supporting environment and building team work. We design our programs to reduce inequality and discrimination in society so that abuses against the most vulnerable are reduced.

Accountability

EQMM will maintain a strong governance structure that promotes and ensures a high level of accountability, ensuring transparency and responsibility at all levels of our organization, with our financial management and with our donor organizations and rights holders. To ensure transparency and accountability to our stakeholders, EQMM is an independent organization and maintains a strict policy of non-alignment to any political party.

II - Code of Ethics

Policy

The EQMM **Code of Ethics** is a living document that represents values which are deeply rooted in human rights principles:

1. We will respect colleagues, stakeholders, employers, and others, regardless of sex, sexual orientation, gender identity, nationality, ethnicity, color, class, education, age, disability, beliefs, status, or religion.

2. We will refrain from sexual advances or individual harassment.
3. We will avoid verbal abuse.
4. We will be honest about how we use EQMM resources and we will not misuse its funds.
5. We will not lend any office or personal equipment of other staff members without the permission and authorization of the administrative & finance manager and the owner of the property.
6. We will be modest in spending EQMM resources bearing in mind that our organizational way of life should adhere to the human rights practices and good governance.
7. We will not drink alcohol excessively to the extent of causing accidents, physical assault or verbal harm to others. Drinking alcohol during office hours is prohibited.
8. We will not use illegal and prohibited drugs.
9. We will not smoke inside the office or on any occasion that can harm the health of a non-smoker.
10. We will not look at obscene or pornographic materials in the office.
11. We will not use any form of violence to others.
12. We will not make any public display of obscenity.
13. We will avoid and disclose any potential conflict of interest that might influence personal action or judgment e.g. abuse of power, favoritism, nepotism
14. We will respect and observe the silent time of office colleagues.

We commit ourselves to the minimum principles outlined in this Code of Ethics. These principles are subject to annual review by the board of directors, M-COM and regular staff employed by the organization.

Procedures

The procedures used to address unethical staff conduct are administered by the justice committee (JC) of the management team. The justice committee is composed of three (3) management staff: the Executive Director and/or Deputy Director, Program Manager and/or Administrative & Finance Manager, and the relevant Program Officer. One member of the advisory board will sit on the justice committee in lieu of any offense alleged by a senior management team member, i.e. Executive Director, Deputy Director, Program Manager or Administrative & Finance Manager. (See [Disciplinary Action](#)).

III – Conditions of Employment

1. Equality and Non – Discrimination

Policy

EQMM provides equal employment opportunity regardless of race, religion, social status, political affiliation, ethnicity, gender identification and sexual orientation. It does not discriminate with regard to public assistance, physical disability, or age. A prospective staff member, however, must be able to perform his/her employment duties and responsibilities without adverse impairment or handicap.

Procedures

a) Management Audit (MA)

The Management Audit is conducted annually as part of the year-end Financial Audit (See [Terminology](#)). The MA reviews the effectiveness of the equal employment policy implementation during the financial year and reports on its findings together with recommendations to the Executive Director and board.

b) S.W.O.T. Recruitment Analysis (RA – See [Terminology](#))

The Recruitment Analysis is completed after each regular staff members, consultants, interns or volunteers' induction into service in order to insure that the equality and non - discrimination policy has been followed. (See [S.W.O.T. Recruitment Analysis Form](#)).

2. Confidentiality of Information

Policy

All categories of staff (regular; student interns; and volunteers' [employment classifications](#)) are responsible for ensuring the security of the external release of official confidential information. Release is authorized by either a staff member's immediate supervisor or the Executive Director (or his/her designate). Financial information on individual staff members is released to an external third party only if authorized by the staff member in writing or in response to a legally binding third party request, i.e. tax authority.

Procedures

a) Confidential Information Authorization Memo (CIAM)

A staff member wishing to release confidential information is required to write to his/her supervisor and indicate what information needs to be released; explain the reason(s) for

release; and identify the recipient of the information. The supervisor will determine the information's organizational sensitivity and either authorize release or request a decision from the Executive Director (or his/her designate).

b) Record of Confidential Information Release

A copy of the authorization memo (CIAM) is maintained in the official administrative records and in the requesting staff member's personnel file until the Executive Director (or his/her designate) decides the released information is no longer confidential.

3. Compensation

Policy – General

A staff member is provided with a level of compensation (salary/honorarium and social financial benefits) that is consistent with the organization's vision and mission.

Procedures – General

Compensation includes three (3) elements: (a) salary/honorarium; (b) [other monetary benefits](#); and (c) [non-monetary benefits](#). Local labor market rates; the concept of equal pay for equivalent/equal work; and the financial position of the organization are used to determine staff compensation practices.

a) Salary/Honorarium

i.) Policy – Recruitment

New staff members are provided with a salary/honorarium that is consistent with their experience, taking into consideration the financial resources of the organization.

Procedures – Recruitment

The starting salary/honorarium level is determined by M-COM and the board based on five (5) factors: the level of responsibility and/or authority of the post to be filled; prior work experience; prior salary/honorarium history; prior educational/staff development attainment; and the security situation at the work location. (See [Salary & Honorarium Guidelines](#)).

ii.) Policy – In-Service Salary/Honorarium

Salary changes are only made based on individual merit and the financial status of the organization.

[\(Back to Contents\)](#)

Procedures – In-Service Salary/Honorarium Procedures

Merit in-service salary/honorarium increases are determined by M-COM and the board based on the staff member's work performance as determined by his/her [performance evaluation](#). HREIB awards a salary/honorarium increase to a staff member, however, only if that increase is financially viable based on a review by M-COM of the organization's accounts and annual budget plan.

iii.) Policy – Salary Payment

Salaries are only released when pending important reports, financial disbursements, and work plans are completed.

Procedures – Salary Payment

The staff member's salary and annual bonus are paid either in cash or electronic deposit into a designated bank account by the Senior/Junior Finance Officer. Staff members have the option of selecting the method of payment preferred. Salaries are paid on the last work day of the calendar month. Staff members on travel status, leave, or otherwise away from the office are paid on their return to office unless their salary is electronically deposited into their bank account or they have requested a salary advance.

b) Other Monetary Benefits

i.) Policy – Medical & Accident Insurance

EQMM provides basic health care insurance is covered subject to available organizational donor funding.

Note – Travel accidents caused by a staff member's negligence i.e. drunk driving, drug use, driving a motorcycle without helmet etc., as a rule are not covered by the organization. In case of serious illness/injury, EQMM shares with the staff member the cost of medical bills based on the availability of funds, and the staff members' ability to self-pay.

Procedures – Medical & Accident Insurance

The Administrative & Logistic Coordinator (head office)/Finance & Administrative Coordinator (remote offices) have the responsibility to secure the annual personal accident and medical insurance coverage for each regular full time staff if it's being available Staff located in Burma are not covered by this type of insurance due to its' not being available. This staffs are covered, however, by the organization as described in the "[Accounting & Finance Manual](#)" under the **Compensation - Social Financial Benefit** section as below:

Individual medical/accident care reimbursement is provided as follows:

i. Thailand located office staff – Reimbursement limitation of Thai Baht 8000 per staff per year for either annual payment to private health insurance company or social security fund of Thai government or reimbursement for a medical check-up and acute or chronic illness with a proper medical receipts and doctor's record.

ii. Myanmar located office staff – Reimbursement limitation of 240,000 MMK per staff per year for either acute or chronic illness. Each staff must provide their doctor's record and other medical receipts within one week of their illness to their respective office finance & administrative coordinator/administrative & logistic coordinator. Staff can also use their reimbursement entitlement for a medical check-up and preventive measures (i.e. Vaccine injection). Reimbursement for beauty purposes, i.e. eye glass frames, body sliming, tooth design, etc and for medicine receipts without doctor's report are not allowed; and

iii. Trainers/trainees/resource person/facilitator staff – Individuals in these categories are provided by the organization with 'medical & accident insurance' coverage for acute illnesses during trainings. Each claimant must present a medical report that reflects this (documenting that it is not check-up). A reimbursement limitation per person is determined by the length of the training: less than 7 days only basic medicine; from 7 to 15 days Thai Baht 500 (15000 MMK); and 16 days or more Thai Baht 1000 (30000 MMK). In addition, the concerned individual must inform the trainer in-charge/coordinator before they see a doctor. Reimbursement will not be covered without the consultation of the trainer in-charge/coordinator.

The Administrative & Logistic Coordinator (head office)/Finance & Administrative Coordinator (remote offices) also maintain a complete list of the insurance policy benefits and details at the administrative office. Claim procedures in Thailand are monitored by the Administrative Coordinator (CM); and in Burma by the Administrative & Logistic Coordinator (head office)/ Finance & Administrative Coordinator (remote offices). Medical records and bills are provided by the concerned Thai medical facility directly to the insurance company based on the claimed coverage by the injured staff or family member. A police report (if required) is also submitted to the insurance company for Thailand based staff. For specific operational details for all staff medical & accident insurance claims see "Accounting & Finance Manual" under the **Compensation - Social Financial Benefit** section.

The Administrative Coordinator (CM) facilitates the payment to the concerned Thai medical facility on behalf of the Thailand based staff members. In Burma these payment and reimbursed are made by the staff members after fulfilling the necessary claim procedures. For specific operational details for all staff claims see "Accounting & Finance Manual" under the **Compensation - Social Financial Benefit** section

ii.) Policy – Annual Bonus

An additional half month of staff members' monthly salary is provided annually subject to available organizational donor funding and staff performance. Both full time and part time

staff members who have successfully passed the probation period are entitled to receive an annual bonus.

Procedures – Annual Bonus

Recommendation for annual bonus payment to a staff member should be made by the staff member's immediate supervisor along with the annual performance evaluation results submitted to the EQMM management team. With verification from the EQMM management team, the Senior/Junior Finance Officer provides the annual bonus payment to the staff member on the last work day of December along with the December salary. Annual bonuses may be held on the basis of: disciplinary problems and measures taken throughout the year; outstanding loans; and other factors related to job performance or financial standing.

iii.) Policy– Paid Official Holiday

A minimum of thirteen (13) official holidays are provided annually to commemorate significant Thai, Burmese and International public holidays.

Procedures – Paid Official Holiday

The management committee (M-COM) annually reviews Thai, Burmese and International public holidays to determine which holidays to observe each year. The Administrative & Finance Manager posts a calendar of selected holidays in December for the following year. (See [.2014 Holiday List](#))

Note – Other religious holidays may be granted subject to the permission of the Executive Director and/or Administrative & Finance Manager on an exception basis.

iv.) Policy – Paid Vacation Leave

Full time regular staff members are only provided with [regular paid vacation leave](#). Unused regular paid vacation leave expires at the end of each calendar year (31 December). Leave can be carried forward only to the first month of another year based on exigencies of services and the authorization of Administrative & Finance Manager/Deputy Director and the recommendation of concerned supervisor.

Procedures – Paid Vacation Leave

Public holidays are excluded from the regular paid vacation leave allowance. Regular paid vacation leave can be used at one time or staggered.

v.) Policy – Other Paid Leave

Full time regular staff members earn 'other paid leave' including: sick; voting; honeymoon; maternity; paternity; burial; education; and compensatory.

Procedures – Other Paid Leave

(See [Other Paid Leave](#)).

v.) Policy –Staff Lunch

EQMM promotes staff interaction and team building through various activities, one of which is having a periodic ‘free’ office staff lunch.

Procedures –Staff Lunch

The funds used for this activity are **extra budgetary** ([Terminology](#)) and are taken from EQMM’s other income account.

Lunches are held on a rotational basis a different program or administrative/finance team is responsible for organizing the lunch. These luncheons are normally held on Thursday at 13:00.

vi.) Policy – Relocation Expenses

EQMM compensates a new or existing staff relocating to an organizational location based on the availability of donor funding i.e. project funding.

Procedures – Relocation Expenses

The Administrative & Finance Manager in consultation with M-COM determines whether funds are available to compensate a new staff at the time of recruitment or an existing staff relocating from their current residence but only if said relocation is from their current assigned work location and donor funding is available.

If donor funding is available, the following expenses (if required) are eligible for payment: visa fees; the lowest direct travel expense (by surface transport when and if available); per diem expenses (rate and number of days determine based on new location and availability of suitable housing).

c) Non-Monetary Benefits

i.) Policy – Staff Development

The organization provides multiple opportunities for staff members to develop their work and personal skill competencies, general knowledge, specific knowledge on issues affecting the mission/vision of the organization, and related work experiences, when both the staff member and the organization identify the opportunity.

Procedures – Staff Development

Opportunities focus on participation in local, regional and international meetings, conferences, workshops, and other educational activities. If interested in a specific professional activity, the staff member/organization informs the immediate supervisor of the course or seminar that relates to the staff member's personal development. The Deputy Director or M-Com members and staff member's immediate supervisor then approves/disapproves the opportunity and decides what budget, if any, is provided by the organization for the educational activity. (See [Other Paid Leave](#)).

ii.) Policy – Interest Free Emergency Loan

EQMM provides a limited loan facility to a staff member to be used only for emergency purposes including weddings, burials, births, education, etc. Loan can be provided when the loan repayment schedule is not more than the length of staff member's job contract. An additional loan cannot be approved until the previous loan is paid.

Procedures – Interest Free Emergency Loan

A staff member submits a completed loan application form jointly to the Senior Finance Officer and Administrative & Finance Manager. Upon the approval of the Administrative & Finance Manager, a loan of not more than one (1) month's salary is provided. Exceptions are handled on a case by case basis. M-COM reserves the right to approve loans beyond one month's salary.

Non-interest loans must be repaid in monthly installments, amounting to no less than 10% of the staff member's monthly base salary per payment. The salary deduction commences the month after the loan is taken and continues until the loan is paid based on the approved repayment schedule provided by the staff member on the [Loan Application Form](#).

iii.) Policy – Salary Advance

EQMM provides a salary advance to a staff member for urgent personal requirements.

Procedures – Salary Advance

Staff members place a request for a salary advance to the Senior/Junior Finance Officer by email. The Senior/Junior Finance Officer has the authority to approve the advance on a one time basis. Repeated salary advance requests from the same staff member are automatically referred to the Administrative & Finance Manager for investigation as to the reason(s) why. Money management assistance may be provided by the Administrative & Finance Manager, if appropriate.

iv.) Policy – Sport, Rest and Recreation

Periodically, the organization provides sport, rest and recreational opportunities to staff members.

Procedures – Sport, Rest and Recreation

Under the control of the respective Administrative & Logistic/Finance & Administrative Coordinator (headquarter and remote offices), the organization maintains an inventory of sports equipment which can be used by staff members after office hours, on weekends, and on holidays. The Administrative & Logistic /Finance & Administrative Coordinator are also responsible for encouraging and organizing group sport activities, i.e. badminton, aerobics, etc. Staff members borrowing the organization's sports equipment are financially responsible for its timely return and condition. In addition, organizational outings such as retreats, attendance at festival events, etc. can be requested by any staff member as an agenda item at the monthly staff meeting. A positive decision on the agenda item happens by majority staff vote.

4. Disciplinary Action

Policy

The organization's disciplinary policy is designed to encourage staff to maintain acceptable standards of conduct and to ensure that compliance to these standards is handled in a fair and consistent manner in accordance with the organization's policies and procedures.

Procedures

These procedures recognize the small operational status of this type of office; as such, the disciplinary steps may vary from the procedures outlined below.

a) Complaints

Verbal or written complaints are given to any M-COM member when an infraction occurs. A justice committee (JC) is then formed consisting of three (3) staff members including the Executive Director/Deputy Director, the Program Manager and/or the Administrative & Finance Manager, and the relevant Program Officer. The concerned M-COM member presents the case to the JC. The JC then invites the alleged offender/s for discussion. S/he/they are given an opportunity to explain the complaints. If proven guilty of the complaint(s), s/he is asked what administrative actions should be taken. The JC then decides without delay how to handle the complaint(s) administratively, taking into consideration the staff member's recommendation(s).

b) Minor Misconduct

Moderate complaints automatically result in either a verbal or written warning. Dependent on the appropriateness of the situation, M-COM may deal with these cases in an informal manner. A verbal warning consists of a discussion which takes place between M-COM and the staff member, with the objective of pointing out shortcomings in conduct, reiterating the organization's expectations, and gaining the staff member's agreement to modify his/her behavior.

A written warning is given when a staff member engages in unacceptable behavior during a period where a verbal warning is already in effect, or engages in a more serious misconduct that M-COM determines justifies a written warning. Written warnings are maintained in the staff's personnel files and remains in effect for a specific time, i.e. three (3) months.

c) Suspension

Suspension from work for a certain period of time without pay occurs for repeated minor offenses and/or a more serious offense. A staff member is suspended when he/she engages in conduct that justifies a suspension, or engages in unacceptable behavior during a period in which a written warning is already in effect.

The reason for a suspension is confirmed in writing. The period of suspension is kept, however, to a minimum, and in normal circumstances should not last more than thirty (30) working days, but can last longer, if required.

During the suspension the Administrative & Finance Manager remains in contact with the staff member. The staff member should only contact the Administrative & Finance Manager on work related issues during their suspension. Upon the completion of suspension period, the staff member is placed on three (3) months probation.

During the probation period the staff member is automatically dismissed for any further infraction (minor or major) of the Human Resources Policies & Procedures Manual. Written suspensions are maintained in the staff member's personal file and remain in effect for a specific time i.e. three (3) months.

d) Dismissal

Staff members committing further acts of misconduct or serious offense, despite previous warnings, are subject to immediate dismissal on that day.

Note – Serious offenses include: any illegal acts; any act that compromises the credibility of EQMM; any act that compromises the confidentiality of work or staff of EQMM; and any act that compromises EQMM funding.

e) Conditions for Termination or Gross Misconduct

Gross misconduct is misconduct of a serious level; it fundamentally undermines the relationship of trust and confidence between EQMM and the staff member. Such conduct may result in summary dismissal, or termination before the end of the staff member's contract:

i.) Non-performance

Based on the expected output described in the staff member's position description, and/or contract;

ii.) Cases of misconduct

Any of the following offenses may lead to a staff member's termination, with notice (except in the case of gross misconduct, in which no notice is given):

- Absence without official leave and/or serious violation of leave policy;
- Tarnishing the name and credibility of the organization (this includes any partner organizations, network partners, funding sponsors, individuals, media etc.);
- Cheating (e.g. time record, financial reports);
- Sexual opportunism (soliciting, promising or providing sex/sexual related favors in order to advance);
- Being under the influence of alcohol or illegal drugs including nonprescription or drugs; and

iii.) Serious violation – Contract/Code of Conduct

Serious violation of the employment contract or code of conduct when other notifications/options are exhausted (warning, memo, disciplinary action, etc.);

iv.) Serious violation – [Code of Ethics](#)

Serious violation of described in the code of ethics as follows:

- Rape, sexual harassment, and domestic violence;
- Physical or strong verbal assault in the workplace;
- Placing the security of the organization in serious danger;
- Fraud or theft of equipment, relevant and confidential files, or co-workers' personal belongings;

f) Disciplinary Hearing

The staff member is clearly informed of any disciplinary action taken against him/her. The hearing is conducted by the Administrative & Finance Manager or Program Manager or Deputy Director, who explains the purpose of hearing, the nature of the complaint(s), and the possible disciplinary sanctions that may result from the hearing. The staff member is given the opportunity to respond to the allegations, and provide relevant evidence to support his/her case.

g) Confirmation of Disciplinary Hearing

The disciplinary hearing is reconvened as soon as possible after the initial hearing (or within no more than five (5) working days of the initial hearing, if further investigation is required). The staff member is responsible for advising their decision. The staff member is also provided with two (2) copies of the hearing summary notes, one (1) of which should be signed, dated and returned to the Administrative & Finance Manager as confirmation that it is a true and accurate record of the hearing.

h) Appeal

The staff member has the right to an appeal hearing against any disciplinary action that is imposed. Staff members who wish to appeal against a disciplinary decision must inform the Administrative & Finance Manager in writing within five (5) working days of receiving the hearing summary notes stating the grounds for appeal consideration.

The disciplinary appeal hearing is then reconvened by the Administrative & Finance Manager on the same day. EQMM solicits a third party to review the situation (if necessary). If the appeal against the dismissal fails, the date of the termination is the date on which the staff member was originally dismissed. During the appeal process, the staff member remains dismissed. If the staff member is reinstated following dismissal, he/she is then treated as being continuously employed for the whole period, including the period between the dismissal and reinstatement.

i) Retention of Disciplinary Record

A copy of all disciplinary action letters are retained in a staff member's personnel file for reference. Records are kept securely and are only made available to staff members whose duties require access to this information.

5. Grievances

Policy

Every staff member has the right as well as the obligation to bring to the attention of senior management any alleged misapplication of the Human Resources Policies & Procedures Manual. This policy is intended to provide each staff member with a mechanism to resolve their workplace concerns with management.

Procedures

All regular and temporary staff, including volunteers and student interns, may file a grievance. A grievance claim must be filed within five (5) workdays after the date on which the aggrieved concern occurred/commenced.

a) Initial Submission - Supervisor and Executive Director

The staff member verbally presents the grievance to his/her immediate supervisor for discussion. The supervisor has two (2) workdays to respond. Should the supervisor fail to respond within this time period or if the staff member finds the response unsatisfactory, the grievance is then given in writing, copied to the Administrative & Finance Manager and Program Manager or Deputy Director, clearly specifying the policy allegedly misapplied, and the relief requested.

The grievance is then submitted to the Executive Director by the immediate supervisor within two (2) workdays from the time the initial answer was due or was given. The Executive Director responds in writing within two (2) workdays of receipt. If the Executive Director fails to respond within the allotted time period, if the staff member receives an unsatisfactory response, or if the Executive Director is the immediate supervisor, the staff member can use procedure (b) below.

b) Second Submission – Management Committee

The staff member submits the grievance to the management committee if the situation is not resolved through the initial submission (a). Upon receipt of a written grievance, the management committee informs the board chair of the grievance. The management committee also convenes a meeting during which statements are taken from the staff member and the immediate supervisor either separately or jointly at the discretion of the management committee chair. The management committee may also request statements from other staff members.

The management committee may refuse to grant the staff member's request for grievance when the issues involved are minor, or involve evaluations or judgments by management unless they appear to contradict policy, are malicious or vindictive. The management committee shall have two (2) workdays in which to respond to the staff member in writing concerning the relief requested.

If the management committee fails to respond within this time limit, the staff member can petition the chair of the board of directors (c) below. Failure to do so on the part of the staff member within five (5) workdays of the result of (b) results in the grievance being waived.

c) Third Submission – Board of Director's Chairperson

The chair of the board convenes a meeting with the aggrieved staff member, the management committee chair, the Executive Director and the immediate supervisor, either separately or jointly at his/her discretion.

The chair can also convene an executive committee meeting and within five (5) workdays to respond to the grievant in writing with a final decision. In all instances, a thorough and fair investigation takes place, giving careful consideration to the rights and dignity of the people involved. The chair reports the grievance and the result at the next regularly scheduled board meeting.

6. Leave

Policy – General

The organization provides types of leave consistent with management practices designed to promote the mental, physical and emotional wellbeing of staff members.

Procedure – General

Several types of leave exist: official holidays; [regular paid vacation leave](#); [other paid leave](#) (i.e. compensatory, education and sick); and [leave without pay](#). Thai and international labor market standards are used when determining leave practices.

Violations of the leave policy and/or procedures are subject to the management committee's review and may be grounds for a staff member's reprimand or dismissal. Violations include absence without informing administrative staff by telephone or email, or failure to submit a timely leave application.

a) Policy – Official Holidays

A minimum of thirteen (13) official public holidays are authorized each year to commemorate significant Thai, Burmese and international public holidays.

Note – Other religious holidays may be granted subject to the permission of the management committee on an exception basis.

Procedure – Official Holidays

The management committee annually reviews Thai, Burmese and international public holidays and determines which of those holidays is observed in the coming year. The Administrative & Finance Manager sends an email to staff members as well as posts a holiday calendar on the office bulletin board/website in December. This policy must be consistent with Thai & Myanmar Labor Laws.

b) Policy – Regular Paid Vacation Leave

Regular staff members earn paid leave. Unused paid vacation leave expires at the end of each year (31 December), unless written permission is granted by the Deputy Director or Administrative & Finance Manager for a specific number of days of paid leave that are allowed to be carried over to the first month of next year.

Procedures – Regular Paid Vacation Leave

i.) Length of Leave

Full time staff members earn total 18 days as regular paid vacation leave. Public holidays are excluded from the paid vacation leave allowance. Paid vacation leave can be used all at once or staggered.

ii.) Leave Application

A [Leave Application Form](#) must be submitted to their immediate supervisor and the Administrative & Finance Manager at least seven (7) workdays in advance of the planned vacation leave. Any request must be approved before paid vacation leave commences.

Note – New employees are not entitled to use paid leave during their initial three (3) months. Paid vacation leave also cannot be used during the last month of a staff member's employment.

c) Policy – Other Paid Leave

Full time regular staff members earn other paid 'fixed period' leave including: sick; voting; honeymoon; maternity; paternity; burial; education; and compensatory as a condition of their service.

Procedures – Other Paid Leave

i.) Length of Leave

Staff members earn various other paid 'fixed period' leave based on their employment with the organization.

Type	Annual Amount	Special Conditions
Burial Leave	Seven (7) calendar days	When a family member dies. Family members include: spouse, parent, child, mother-in-law/father-in-law, siblings, and grandparents. Staff completes a Leave Application Form and submits it to the Administrative & Finance Manager (copy to their supervisor) to get approval then forwards it to office admin.
Compensatory Leave Weekends/Public Holidays	Based on numbers of worked days in weekends and public holidays	<u>Weekends/Public Holidays</u> – Staff are entitled to one (1) paid substitute day leave for each weekend day or public holiday they work. Unused substitute paid leave will expire one (1) month after the missed weekend day or holiday. Staff completes a Leave Application Form and submits it to the immediate supervisor to get approval then forwards it to

Multi-week Assignments	One (1) workday	<p>office admin.</p> <p><u>Multi-week assignments</u> – Staff away from their duty station may request one (1) additional day of paid leave for every two (2) full weeks of sequential assignments. Staff completes a Leave Application Form and submits it to the immediate supervisor to get approval then forwards it to office admin.</p>
Honeymoon Leave	Seven (7) calendar days	<p>For marriages and/or unions between consenting adults regardless of their sex or gender. It must be entitled within one (1) month after marriages. Staff completes a Leave Application Form then submits it to the Administrative & Finance Manager (copy to their supervisor) to get approval then forwards it to office admin.</p>
Sick Leave	Seven (7) work days	<p>Staff must notify their supervisor, the appropriate Administrative/ Finance & Administrative Coordinator, and/or Administrative & Finance Manager by telephone, email or SMS before 10:30 AM on the first day of absence from work due to illness. Staff completes a Leave Application Form and submits it to their supervisor, Administrative & Finance Manager and copy to office admin when they return to work. Prolonged or serious illnesses are handled on a case basis by M-COM.</p>
Maternity Leave	Ninety (90) consecutive calendar days	<p>Full time female staff (married or not) are entitled to ninety (90) calendar days paid maternity leave.</p> <p>Staff that has a serious miscarriage or termination of pregnancy is entitled to thirty (30) calendar days paid leave.</p> <p>Staff must formally notify their supervisor and Administrative & Finance Manager as soon as they know they are pregnant to make a well maternity leave and replacement plan in advance.</p> <p>Sick leave can be combined with maternity leave only in the case of illness.</p> <p>Staff completes a Leave Application Form then submits it to the Administrative &</p>

		Finance Manager (copy to the supervisor) to get approval then forwards it to office admin.
Paternity Leave	Fifteen (15) work days	Male staff (married or not) are entitled to fifteen (15) work days within the first three (3) months of parenthood. Staff completes a Leave Application Form then submits it to the Administrative & Finance Manager (copy to the supervisor) to get approval then forwards it to office admin.
Staff Development (Professional) Leave	Fourteen (14) workdays	For work-related professional development. Professional development leave must be approved by the staff member's supervisor and the Program Manager/Administrative & Finance Manager or Deputy Director. Staff completes a Leave Application Form then submits it to the Administrative & Finance Manager along with their supervisor's recommendation. Then it will be forwarded to the office admin.
Voting Leave	Half (½) workday	To vote in a local or national election. Staff members whose voting residence is more than a half day normal travel time from their assigned office location are provided with minimum extra leave in consultation with the Administrative & Finance Manager. Staff completes a Leave Application Form then submits it to the Administrative & Finance Manager (copy to the supervisor) to get approval then forwards it to office admin.

ii.) Leave Application

Head Office:

Staff members submit a [Leave Application Form](#) to their supervisor and the Administrative & Finance Manager at least seven (7) workdays in advance of the planned leave. This request must be approved before other paid leave commences except for sick burial leave which operates under special considerations noted above. Monthly a summary of all leave approvals is prepared by the head office Administrative & Logistic Coordinator who reports the information to the Administrative & Finance Manager and records it in each staff member's personal file.

Remote Offices:

Staff members submit a [Leave Application Form](#) to their supervisor and the Finance & Administrative Coordinator at least seven (7) workdays in advance of the planned leave. This request must be approved by the supervisor before other paid leave commences except for sick burial leave which operates under special considerations noted above. Monthly a [Leave Summary Report Form](#) of all leave approvals is prepared by the remote offices Administrative/Finance & Administrative Coordinators; then reporting of the information to the Administrative & Finance Manager; and it's recording in each staff member's personal file.

Policy – Leave without Pay

Full time regular staff may request leave without pay under warranted circumstances, i.e. staff development (professional) work related training of more than fifteen (15) days; maternity leave beyond ninety (90) days.

Procedure – Leave without Pay

Staff member requests must be submitted in writing to the Administrative & Finance Manager along with completed leave application at least fourteen (14) workdays in advance of the planned leave. M-COM makes all final decisions regarding leave without pay.

Staff members who wish to take leave for more than fifteen (15) days to attend a capacity building activity or otherwise approved program (e.g. international internship, short-term course) do not receive their monthly salary.

The amount of salary deduction to apply when a staff member takes **LWOP** is computed based on a staff member's daily rate of work pay times the number of workdays missed.

The daily rate of work pay is computed by dividing the total number of workdays per year into the staff member's annual salary i.e. $261 \text{ workdays} / \text{MMK } 3915000 = \text{MMK } 15000 \text{ per day}$.

Annual workdays are computed by subtracting weekends from the 365 days in a normal non leap year. Vacation days and other paid leaves are days awarded to a staff member based on the organization leave policy and are therefore treated as regular paid workdays for computational purposes. Holidays are also treated as workdays for computational purposes.

7. Management, Supervision and Reporting

Policy

Management, supervisory and reporting responsibilities and organizational reports are determined by the needs of the organization in conformance with standard national/international NGO business practices and procedures.

Procedures

M-COM decisions will be made by consensus on matters related to management, supervision and reporting. A [Position Paper Form](#) may be prepared by an M-COM member to facilitate an important organizational decision. If there is a decision that needs to be made involving two or more choices any M-COM member can call for a vote. Each member's vote has equal weight and a decision is made by simple majority.

a) **Organogram**

EQMM maintains a diagram of its organizational structure including all positions and their lines of authority and responsibility. This [organizational diagram](#) is formatted based on position levels.

b) **Supervisory Reporting**

The reporting procedures existing between organizational grade levels are specified in each staff member's position description. Structured, periodic meetings between a supervisor and each staff member supervised are also specified in respective position descriptions.

c) **Staff Member Reports**

Reports provide an understanding of the purpose, impact, success and results of the organization's programs and project activities. The principle method used by staff members to report is the [Trainer Activity Report Form](#). Each narrative activity report (STNAR) includes: (a) why the event was created; (b) who was the sponsor/director/audience; (c) what was planned and/or took place; (d) where the event took place; (e) how the event was paid for; and (f) the type of activity, i.e. advocacy, a community event, a community support service, a conference, a discussion (i.e. Men Talk, etc.), a skills workshop, a theater performance, or training. In addition, attached to each activity report form are a '[Training Participant Follow-Up Questionnaire Form](#)' and a '[Training Evaluation Form](#)'.

Note – The audio visual unit uses the monthly [Audio Visual Narrative Activity Report Form](#) – AVNAR instead of STNAR.

Staff members outside of the main office are required to submit a separate of [Monthly Report Form](#) for their organizational activities; however, this monthly requirement is normally fulfilled by either the narrative activity report. This report should be submitted to their immediate supervisor on the 15th of every month, covering the previous months' activities.

A meeting is held once a month between every team's immediate supervisor and their staff to discuss the challenges, issues, progress and upcoming and ongoing activities. Additionally, the Program Manager and Administrative & Finance Manager are required to meet monthly with their team leaders for similar discussions.

8. Office Administration

Policy

EQMM believes that having a strong office administration provides a sound foundation and work environment within which the organization's Human Resources Policies & Procedures Manual can be successfully implemented.

Procedures

A strong office administration depends on maintaining a system of fair and comprehensive office rules; thorough personnel files; and regular staff meetings.

a) Office Rules

Office rules ensure an appropriate atmosphere for staff members and outside visitors, as well as allowing for the safeguarding of the organization's human, financial and material resources. Rules are created by M-COM in response to external and/or internal developments that arise. As a result of situational differences between organizational offices their office rules may vary slightly. Currently, the organization's rules are:

i.) **Attendance:**

Office Hours –

Head and Remote Offices - 10:00 to 17:00 (flexible work time applies daily from 9:00 to 11:00 and 16:00 to 18:00). Staff works a seven (7) hour day including a half hour (1/2) hour for lunch.

Work after 19:00 -

Head office - Staff must receive advanced permission from the Administrative & Finance Manager (except for security persons).. No one is allowed to remain overnight at an office location except for the purpose of temporary hosting in office to EQMM staff, who are not from Yangon. No one must be absent for the agreed schedules of preparing modules out of office hours as necessary i.e. at night.

Remote Offices - Staff must receive advanced permission from both the finance & administrative coordinator/Administrative Coordinator and program officer/Trainer Coordinator/Project Coordinator. No one is allowed to remain overnight at an office location except for the purpose of temporary hosting in office to EQMM staff, who are not from remote offices location.

Official Workweek-

Head and Remote offices – Monday to Friday

Non-office/late Attendance -

Head Office - Non-office/late attendance should be advised to the Administrative & Logistic Coordinator/Administrative & Finance Manager.

Remote Offices – Non-office/late attendance must be advised to the Administrative/Finance & Administrative/Project Coordinator. Repeated late attendances from the same staff member for personal reason are automatically referred to the Administrative & Finance Manager for disciplinary action.

Attendance Register for all offices - Staff members must sign the attendance register each workday on arrival and departure.

Home Work and Weekends/Public Holidays Work for all offices – Approved in advance by immediate supervisor. Staff must submit along with work schedule to get advanced permission.

Staff Calendar -

Head Office – Staff members must maintain a daily/monthly meeting, travel, leave and other plans calendar using Google, and update it as required. This calendar must be made accessible to the Administrative & Finance Manager/Administrative & Logistic Coordinator, the staff member's supervisor, and senior management. Administrative & Logistic Coordinator posts a summary of monthly calendar for all programs and department to be able to visible to all staff.

Remote offices - Staff members must maintain a daily/monthly meeting, travel, leave and other plans calendar using Google, and update it as required. This calendar must be made accessible to the concerned Program Officer, the staff member's supervisor, and Administrative/Finance & Administrative/Project Coordinator. Administrative/Finance & Administrative/Project Coordinator posts a summary of monthly calendar for each remote office location to be able to visible to all remote office staff.

ii.) Attire:

Male staff for all offices – Pants, longyi and shirt.

Female staff for all offices– Dress, pants, skirt, suit, longyi and similar dress attire.

Note: it's prohibited to dress short pants above the knee (both male and female), sleeveless and night dresses (female), and undershirt and night dress (male).

iii.) Communication:

Office Telephone for all offices – Telephones are used only to receive and place official calls. International calls must be recorded with caller & receiver information, purpose, and duration of call. Private telephone calls are made on a staff member's personal mobile. Personal mobile phone must be silent mode at meeting.

Office Internet/Email for all offices – Computers are used only for official purposes. Staff members are responsible for either saving or copying emails to other staff members requiring external related email information. No game playing or X-rated material should appear on an office computer.

Group Email for all offices – Confidential group email lists are administered by the Administrative & Finance Manager. Internal staff emails are also confidential and when sending emails, bcc designation (rather than cc) should always be used.

Gmail Chat for all offices - During office working hours staff members are required at all locations to sign in to their Gmail accounts and be available for official discussions.

Official Interviews for all offices – Written approval of the Executive Director or Deputy Director is required before any staff member is interviewed by a journalist, researcher, diplomat, etc. A letter in advance outlining the objectives of the interview from the requesting party is desirable.

iv.) Housekeeping:

Lights/Computers/Air Conditioning for all offices – Turn off when not in use.

Kitchen Use for all offices – Should always be ‘left as found’ prior to a staff member’s use.

Cleaning for all offices – Office facilities (personal offices, meeting and common rooms) are always kept neat, clean and in order.

Smoking/Drinking Alcohol for all offices – Smoking/drinking alcohol inside the office building is not permitted. A special smoking area outside the main building is designated.

v.) Vehicles:

Head and Remote offices - Office Motorbike/Car – The Administrative/Finance & Administrative/Administrative & Logistic Coordinator should be informed of use in advance and a record should be made of each trip, including distance traveled. (See [Vehicle Policies & Procedures](#)).

- 1) Narcotic drugs or other illegal substances/possessions in EQMM vehicles is prohibited;
- 2) All trips must be logged in the log sheet. The log sheet must be completed by the staff that used the vehicle. Entries for each trip must note the destination, start and end kilometer reading, and fuel received. Log sheet must be submitted monthly to the Finance Department and the Administrative & Finance Manager along with

- the staff members expense report through the Administrative/Finance & Administrative/Administrative & Logistic Coordinator;
- 3) All mileage must be recorded in the vehicle log sheet stating reason for use;
 - 4) Vehicle keys must be returned to the Administrative/Finance & Administrative/Administrative & Logistic Coordinator at the end of each journey;
 - 5) Personal vehicle use an official vehicle is prohibited. Exception must be authorized by the Administrative/Finance & Administrative/Administrative & Logistic Coordinator or Trainer Coordinator/Project Coordinator.
 - 6) The Administrative/Finance & Administrative/Administrative & Logistic Coordinator is responsible for the allocation of vehicles on a daily basis. Whenever a motorcycle is left unattended, it must be secured and immobilized by removal of the keys and fitting of the security lock.
 - 7) All accidents involving EQMM vehicles, no matter how slight, must be reported to the Administrative & Finance Manager through the Administrative/Finance & Administrative/Administrative & Logistic Coordinator.
 - 8) All riders must possess a valid motorcycle driving license.
 - 9) All riders and passengers must wear safety helmets. Failure to do so will result in termination of riding privileges.
 - 10) The Administrative/Finance & Administrative/Administrative & Logistic Coordinator is responsible for performing general maintenance when necessary.
 - 11) The purchase of fuel for EQMM vehicles must take place in accordance with EQMM's financial policies and procedures.
 - 12) All staff members must understand and agree to the EQMM vehicle policy before use.

vi.) Library:

Head Office- Access to and use of library facilities is encouraged to further staff member knowledge on human rights and other work related issues. (See [Library Policies & Procedures](#)).

vii.) Visitors:

Office visitors –

Head Office- Staff member who wish to have official visitors on weekends, holidays and after 18:00 on weekdays must inform the Administrative & Finance Manager by email in advance and must receive approval from the Administrative & Finance Manager or a member of senior management. Personal visitors are not permitted at any time within the office. Exception must be authorized by the Administrative & Logistic Coordinator or the Administrative & Finance Manager.

Remote Offices - Staff member who wish to have official visitors on weekends, holidays and after 18:00 on weekdays must inform the concerned Administrative/Finance & Administrative Coordinator or Trainer/Project Coordinator/Program Officer by email or phone in advance for approval. Personal visitors are not permitted at any time within the office. Exception must be authorized by the Administrative/Finance & Administrative Coordinator or Trainer/Project Coordinator/Program Officer.

Guest Registration Book for all offices – Guest must register in the designated book. It is prohibited from excessive talking on non-work related matters to the guest, and for discussing the office negatively.

Meetings for all offices - Staff must collaborate by keeping silent while meeting is conducting in the office.

Ix.) Other:

Travel reimbursement –

Head Office- Staff must inform the Administrative & Logistic Coordinator about work related outside schedules in advance for the purpose of travel reimbursement i.e. taxi fee, other transportation fee, etc (distribution application forms, purchasing equipments for office, billing)

Remote Offices – Staff must inform the Administrative/Finance & Administrative Coordinator about work related outside schedules in advance for the purpose of travel reimbursement i.e. taxi fee, other transportation fee, etc (distribution application forms, purchasing equipments for office, billing)

Office Equipments –

Head Office -The staff must inform to the Administrative & Logistic Coordinator for renting office equipments.

Remote Offices -The staff must inform to the Administrative/Finance & Administrative Coordinator for renting office equipments.

b) Personnel File

Every staff member has a personnel file which is kept up-to-date with regard to salary, benefits, staff status, and other matters. If there is a change in any of the following items, it is the staff member's responsibility to notify the staff member's supervisor and the Administrative & Finance Manager and/or Administrative & Logistic Coordinator as soon as possible, using the [Personnel Information Form](#): legal name; home address; home telephone number; person to call in case of emergency; and visa status. In addition, any changes in personal status, educational attainment, workshop attendance, staff development, etc. should be updated.

It is also recommended to keep a copy of the staff member's CV on file. This is used with the staff member's permission if EQMM is solicited for a recommendation for further studies and/or as a resource person for international meetings and other related activities.

Staff members are informed when documents are added to their personnel files. Staff members have the opportunity to respond in writing to any document in the file, including performance evaluation reports. Staff members have the right to see information that is kept in the personnel file except for confidential references. Staff may request copies of all documents.

Note – Coverage or benefits that the staff member may receive under the organization's benefits package could be compromised if the information in the personnel file is incorrect.

c) Staff Meetings

EQMM holds regular staff meetings based on staff availability and the presence of issues up for discussion. Staff members can raise topics and announcements to be discussed at this meeting in addition to the items which are raised by management.

The meeting facilitator rotates among the Programs, Administrative and Finance Teams. Notes are taken in English and Burmese by the Administrative & Logistic Coordinator (headquarter) are distributed to staff. These notes are confidential and should not be emailed or distributed outside of staff members.

Program Officers/Project/Trainer coordinators located outside of headquarter office must submit a monthly email report of their activities to the relevant Program Officer, who then presents these activities at the next staff meeting.

Note – A staff member should not interrupt an official trip or his/her holiday to attend. However, if a staff member misses more than two (2) consecutive meetings due to official or holiday travel, he/she should attempt to email a brief summary of their activities to their project coordinator or program officer for presentation at the meeting.

9. Performance Evaluation

Policy

Each staff member's performance is evaluated in a manner that is fair and equitable in relationship to their co-workers.

Procedures

a) Quarterly Supervisory Review (QSR)

On a quarterly basis, supervisors meet with their respective staff individually to discuss each staff member's job performance in the previous quarter. (The date is based on staff member's starting date.) Successes and problems are noted. Observations, agreed upon remedies, and/or organizational actions are noted in the [Performance Evaluation Form](#). Upon completion, this form becomes an integral part of the staff member's personnel file.

Each quarter during a staff member's employment, their previous quarter's performance review is discussed to determine the staff member's performance status.

Note - A new staff member's first quarterly review (after three (3) months) determines if their

probationary appointment is confirmed, terminated or extended for an additional period of time, normally three (3) additional months. (See [Probation Period](#)).

b) Annual Performance Evaluation (APE)

A staff member is formally evaluated annually based on their job performance over the last year and their organizational growth potential. This evaluation determines a staff member's annual merit salary increment as well as their promotion potential to a higher graded position when funds and/or a suitable post are available. [Performance Evaluation Form](#) is used for this annual evaluation.

The supervisory staff member is formally evaluated annually to allow supervisee staff members to offer feedback to the supervisor in a written form that is based on a set of clearly and previously – established criteria, and to increase the supervisor's competence as a supervisor. And it will provide the supervisor with an understanding of his/her job performance in relation to the supervisee, and to suggest areas for improvement. [Supervisory Evaluation Form](#) is used for this annual evaluation. It will be placed in supervisor's personnel file and kept as confidential if necessary.

The annual performance evaluation includes the comments and endorsement of the supervisor's supervisor and the Executive Director or Deputy Director (or his/her designate authority).

10. Property

Policy

EQMM has several classifications of property: (a) office; (b) [personal](#); and (c) [intellectual](#). Staff members are required to respect the property rights of the organization, colleagues and outside sources.

Procedures

a) Office

Staff members can use official equipment and property only for worked related activities with the exception of student interns who may use such property on their own time and with their immediate supervisor's permission. Office property remains at a staff member's office work location unless needed offsite in the normal course of accomplishing expected or assigned work.

Upon joining the organization and periodically thereafter, staff members must complete an [Assets List Form](#) of the office properties in their possession.

b) Personal

Staff members are discouraged from bringing personal items of value to the office. The organization is not financially responsible for the loss of personal items from a staff member's work area, although such a loss should be reported immediately to the concerned supervisor and Administrative & Finance Manager for security action.

c) Intellectual

The organization purchases, creates, develops and or compiles reports, articles, and data bases of information and other valuable intellectual property which are then used by staff members in performing their assigned responsibilities. Ownership of these items remains with the organization; any duplication or unauthorized use is not allowed.

11. Recruitment

Policy – General

Employment is based on the needs and requirements of the organization as approved by M-COM. The organization recruits individuals on the sole basis of an applicant's work knowledge, skill competencies, and experience. All successful applicants must agree to and sign the organisation's child protection and sexual harassment policies before final confirmation of employment. (See '**Child Protection Policy**' and '**Sexual Harassment Policy**').

Procedures – General

Recruitment is normally a five (5) step process: (a) creation of the position; (b) [development of position description](#); (c) the [employment](#)/ hiring process; (d) a [staff member's orientation](#); and (e) the [probation period](#).

a) Policy – Position Creation

The management committee (M-COM) determines the regular staff, consultant, and other human resources requirements of the organization.

Procedures – Position Creation

New positions are recommended for approval as a result of either: (a) an expanded core office function workload, i.e. need for an additional administrative assistant; (b) further specialization of work functions, i.e. need for a human resources manager; or (c) the expansion of project and other specialized activities, i.e. new project staffing needs.

For any proposed recruitment M-COM first confirms that: (a) it is consistent with the most recently approved strategic and operational plan; (b) the availability of committed general/project funds, or the availability of extra budgetary project funds; and (c) when and for

what length of assignment the position is required. M-COM records the above information in a recruitment deliberation memo and forwards it together with justification to the Executive Director for final decision and implementation.

Each position description is assigned a grade level. Grade level is intended to associate pay with particular levels of education, experience, and skills so as to maintain equity in compensation and to avoid potential discrimination. Grade level is also used to show a positions relative place in the overall organization's management hierarchy.

b) Policy – Development of Position Description

All posts require a [Position \(Job\) Description Form](#) that is reviewed and updated at least annually. Each category of staff i.e. administrative and project including program, volunteer, student intern as well as consultant and independent contractor must receive a written description of their duties and responsibilities upon joining the organization. Formal position description are used only for regular staff posts and include the minimum qualifications and job skills required as does any recruitment advertisement.

Procedures – Development of Position Description

i.) Regular Staff – Administrative & Program

On the creation of a post a [Position \(Job\) Description Form](#) is prepared. The text is drafted by the proposed staff member's designated supervisor; edited in turn by his/her supervisor; reviewed by M-COM; and approved by the Executive Director (or his/her designate).

When a position's duties and responsibilities significantly change, the position description is updated by the staff member's designated supervisor. Every year as part of the staff member's annual performance evaluation the staff member and his/her supervisor review the position description to ensure that it reflects the post's current duties and responsibilities.

ii.) Consultant/Independent Contractor/Student Intern/Volunteer

A [Offer of Employment Letter Form](#) in lieu of a 'position description' is drafted by the proposed staff member's designated supervisor; edited in turn by his/her supervisor; reviewed by M-COM; and approved by the Executive Director (or his/her designate).

When the position's duties and responsibilities change significantly, the 'letter of engagement' is updated accordingly. Normally, each 'letter of engagement' is time period limited.

iii.) Distribution of Position Description/Letter of Engagement

Regular staff members receive their job description of duties and responsibilities through the standard organizational [Position \(Job\) Description Form](#). The most recent position description

of each current regular position is maintained as part of this manual. Consultants, independent contractors, student interns and volunteers receive their duties and responsibilities as part of their offer of employment letter.

c) Policy – Employment

The organization's equality and non - discrimination policy mandates 'equal employment opportunity' for each - regular staff, intern, volunteer, independent contractor and consultant recruitment.

Procedures – Employment

The employment process is transparent and follows consistent procedures. EQMM does not prohibit the employment of a relative or co-habitant of a staff member except if the position directly or indirectly supervises or is supervised by the family member or co-habitant.

i.) Vacancy Announcement (VA)

A vacancy announcement is circulated within the organization, posted for public notification on internet listed-servers, provided to related organizational offices, and distributed through personal contacts.

Each [Vacancy Announcement Form](#) is prepared by the proposed immediate supervisor; the staff member responsible for the human resources function; or another staff member as designated by M-COM. The Executive Director is consulted on decisions related to the grade level salary to be offered.

The VA contains a brief description of the positions duties and responsibilities as well as the minimum qualifications and job skills required. It requests potential applicants to submit: (a) a motivational application letter; (b) a curriculum vitae (CV); and (c) an English writing sample. It also indicates when the application is due (minimum application period of 15 workdays/3 weeks); where the application should be sent; and how the application should be sent.

ii.) Short List (SL)

All position selections follow a four (4) step process: (a) all applications are acknowledged electronically on receipt; (b) a [Short Listing Matrix Form](#) based on the applicants' CVs is used to prepare an initial shortlist of up to 20 applicants; (c) the initial shortlisted applicants' letters and/or writing samples are then ranked, and a final shortlist of up to 10 applicants is developed; (d) the final shortlisted applicants are interviewed either through Skype or in person depending on budget and geographic location considerations.

The Program Manager and/or Administrative & Finance Manager are responsible for the short listing process to present to the Executive Director and Deputy Director. The post's

designated operational supervisor is also involved as required in the interview and selection of the final shortlisted applicants.

iii.) Employment Offer

Each final shortlisted applicant is ranked independently by the Program Manager, Administrative & Finance Manager, and/or operational supervisor (if required). The applicant with the highest ranking is offered the position. If he/she declines, the next highest ranked applicant is offered the position, and so forth until an applicant accepts. A final recruitment decision is made within thirty (30) days of the final interview. An [Offer of Employment Letter Form](#) is then sent to the successful applicant by email and/or post. This letter contains a summary of the basic human resources policies of the organization. The successful applicant is then required to acknowledge the offer with their acceptance by return email and/or by post.

Note – An [S.W.O.T. Recruitment Analysis Form](#) is completed after each staff members, consultants, student interns or volunteers' induction into service in order to insure that the organization's affirmative action policy has been followed.

d) Policy – Staff Member Orientation

The orientation policy is designed to welcome each new staff member (as well as volunteer, student intern, consultant, etc.) to the EQMM team. It seeks to ensure a smooth and efficient adjustment to their new position and work environment.

Procedures – Staff Member Orientation

The orientation consists of two phases: (a) by the administrative team; and (b) by their immediate supervisor. As part of their induction, each new staff member, volunteer and student intern receives a [Welcome Letter Form](#) signed by the Executive Director.

i.) Administrative Team

The following subjects are discussed by the Administrative & Finance Manager on the first day of employment: code of ethics; office house rules; personnel files; office holidays and types of leaves; working hours; financial policy and procedures including payment of salary; benefits including medical insurance, visa etc.; staff meetings; vehicles policies and procedures; library policy and procedures; and their position description and contract.

The Administrative & Logistic Coordinator helps new employees to complete the information in their [Personnel Information Form](#) and provides office equipment and other required documents. S/he also introduces them to other staff members by email and/or in person.

ii.) Immediate Supervisor

The supervisor discusses with them: position classification; project orientation; initial assignments and any necessary training; reporting procedures and requirement; and management and supervision.

e) Policy – Probation Period

Probation is a period of review and appraisal to ensure that the organization and the new staff member are satisfied with each other's expectations and performance.

Procedures – Probation Period

Ongoing permanent employment is provided only when the staff member satisfactorily completes their probation period. Upon hiring, new staff members enter at least a three (3) month probation period. After the three (3) month probation period, a [Performance Evaluation Form](#) is administered and discussed with the new staff member before s/he is employed as a regular staff member.

The performance evaluation form is completed by the relevant supervisor and then submitted to the Program Manager or Administrative & Finance Manager for review and comments. An evaluation meeting is then conducted by their immediate supervisor and/or a delegated M-COM member. Performance evaluation documents are maintained in the staff member's personnel files indefinitely.

Three (3) personal actions are possible based on the new staff member's initial three (3) month performance evaluation: (a) the staff member's employment is confirmed; or (b) the staff member's probation period is extended for additional period of three (3) months at the end of which period a final performance evaluation is conducted and a decision made to confirm or terminate their appointment; or (c) the staff member's employment is terminated if their immediate supervisor and a delegated M-COM member jointly think the staff member is not the right person for the position.

Note – A monthly performance evaluation must be conducted by their immediate supervisor in consultation with a delegated M-COM member if the new staff member's performance is doubted to be the right one for the recruited position within the new staff members' initial three (3) month probation period. Two (2) personal actions are possible based on the new staff member's initial monthly performance evaluation: (a) the staff member's employment is terminated with short notice after monthly evaluation is done/before the end of three month probation period; (b) the staff member is received a warning that their performance must be improved to meet to targets when upcoming month evaluation is conducted – otherwise the staff member's employment is terminated after next evaluation.

d) Policy – Outside Employment

Staff members may secure outside employment provided that there is no conflict of interest with the organization's policies and procedures.

Procedures – Outside Employment

A staff member must notify their immediate supervisor or M-COM prior to accepting outside employment to avoid the possibility of a conflict of interest. Only when the staff member receives formal approval can they begin secondary employment. Their immediate supervisor or M-COM must respond with approval or disapproval within a maximum of three (3) workdays after notification.

e) Policy – International Staff Employment

Myanmar work visas are provided to international staff members.

Procedures – International Staff Employment

International staff members are sponsored for a Myanmar visa and work permit in accordance with Myanmar Immigration Regulations. The visa fee is paid by the organization on application by the staff member. The Administrative & Logistic Coordinator serves as the staff member's organizational contact and assists with the formal visa processing.

12. Separation

Policy

Departing staff members receive a service recommendation letter and departure assistance package provided s/he is not terminated due to cause and follows the organization's resignation procedures.

Procedures

a) Notice Period

A [Resignation Letter Form](#) must be submitted to the Executive Director and/or Deputy Director with copies to the Program Manager and Administrative & Finance Manager a minimum of thirty (30) calendar days prior to the planned departure date. The Administrative & Finance Manager immediately acknowledges the staff member's letter of resignation by completing the [Resignation Acceptance Letter Form](#).

b) Departure Clearance

A [Departure Clearance Form](#) is provided to the staff member by the concerned Administrative/Finance & Administrative Coordinator upon learning of their resignation. This form is then signed off on by: (a) the Senior/Junior Finance Officer (headquarter) and Finance & Administrative Coordinator/Assistant, upon clearance of outstanding financial reports, personal loans or other financial issues between the staff member and the organization; (b) the Administrative & Logistic Coordinator (headquarter) and Administrative/Finance & Administrative Coordinator (remote offices), upon the return of office equipment, files and related materials; and (c) the Program Officers/Manager(headquarter office) and Trainer/Project Coordinator (remote offices) , upon submission of a narrative end of service report.

c) Exit Interview

An exit interview is requested to learn more about the reasons for a staff member's resignation as well as their impressions of the organization. This exit interview is not mandatory and is held only with the consent of the resigning staff member.

d) Letter of Recommendation

A resigning staff member can request [Letter of Recommendation Form](#) provided s/he is not terminated due to cause. This letter should at a minimum indicate the staff member's length of service, the positions held, and an overall evaluation of their work related performance.

e) Departure Assistance Package

Upon deciding to resign from his/her position for personal reasons, a staff member is entitled to receive a [Departure Assistance Package Form](#) pending no outstanding issues that need to be resolved. This package includes a cash payment determined by length of employment; for each year of service, s/he receives one (1) week of their basic salary. This package is not allowed to the resigned staff who is less than one year of employment with EQMM.

f) Termination

A staff member who is subject to termination is immediately dismissed from the organization after all appeal procedures are satisfied in accordance with the [Human Resources Policies & Procedures Manual](#). Conditions that may constitute termination prior to the end of a staff member's contract are discussed previously in this manual (see [Conditions for Termination](#)).

13. Travel

Policy

Staff members that are required periodically to make local, domestic and international trips are provided by the organization with the appropriate modes of transportation, per diem and/or

honorarium that allows them to perform their organizational duties and responsibilities in a timely and appropriate manner.

Procedures

a) Non Project Travel

Local travel for one (1) workday or less is approved by a staff member's immediate supervisor. Extended local, domestic, or international travel of two (2) days or more requires the advanced approval of Program Manager and/or Administrative & Finance Manager.

Before any official travel takes place, an estimate of the travel costs is submitted in a [Travel Authorization Form](#) by the staff member for approval by the concerned supervisor and the Administrative & Finance Manager. The concerned staff receives an advance equivalent to the approved travel cost estimate, less any prepaid expense payments made by the organization. Two (2) days prior to travel, the staff member files a [Transport Request Form](#) if using an organizational vehicle.

b) Conference/Project Travel

The staff member submits a [Travel Authorization Form](#) for approval by the Administrative & Finance Manager and the concerned supervisor. The concerned staff member receives an advance equivalent to the approved estimate, less any prepaid expenses payments made by the organization.

i.) Conference

The Executive Director and Deputy Director and/or the Program Manager and Administrative & Finance Manager decide which staff member(s) attends a conference when the invitation is addressed to the organization rather than a specific person. If an invitation is received by a specific staff member, the staff is required to submit a **Conference Travel Form** along with a copy of the invitation to the Program and Administrative & Finance Managers for clearance. The Program and Administrative & Finance Managers consult with the Executive Director and Deputy Director before approval to decide whether the staff member invited is appropriate or if another staff should attend.

ii.) Project

The process for authorizing project travel is the same as that of conference travel, excluding the reference to an invitation and the requirement of the Executive Director or Deputy Director's approval. The only approval required is that of the Program Manager.

c) Travel Expense Report

A travel expense report form is submitted by the staff member to the Senior/Junior Finance Officer within ten (10) days of completion of travel. The actual expenses incurred, e.g. transportation, food, guest house/hotel, phone calls, internet, are listed on the form. The staff member will not receive their latest monthly salary, a salary advance, or a loan until this form is submitted.

d) Third Party Travel Expenses

An organization requesting assistance should be prepared to provide for a staff member's travel, lodging, and food allowance. If a staff member's costs are not covered directly by HREIB or an outside organization, the staff member is entitled to a per diem during any official trip/function to cover meals and miscellaneous expenses. The per diem scale is periodically updated; currently, it is as follows:

- Local (field): THB 50/day for Thailand located staff, and 1500 MMK/day for Myanmar located staff
- Local (urban): THB 300/day for Thailand located staff, and 9000 MMK/day for Myanmar located staff
- Regional: THB 500/day for Thailand located staff or 15000 MMK/day for Myanmar located staff
- International: THB 2,000/day for Thailand located staff or 60000 MMK/day for Myanmar located staff

In addition, the requesting organization should be ready to provide the staff member with an honorarium in accordance with annex 1 - [Salary & Honorarium Guidelines](#).

e) Tokens and Honorariums Received During Travel

Staff members may receive honorariums or tokens of appreciation during their travel. While these gifts are presented to an individual staff member, as they are on official EQMM travel the following rules apply: (a) tokens and personal gifts e.g. special gifts, fabrics, clothing, etc. can be kept by the staff member; (b) cash and/or checks received by the staff should be noted on the travel expense report form and given to the Senior/Junior Finance Officer who retains the cash or check and gives the staff member a receipt. These funds are then distributed as follows: 75% is returned to the staff member for overtime as well as compensation for travel difficulties and risks. The remaining 25% is deposited in the EQMM's other income account. M-COM decides how to use the common fund, whether for general salary increases, staff celebrations, or another purpose.

f) Other Travel Issues

i.) Daily transportation

Daily commuting from home to office is not reimbursable.

ii.) Other Reimbursable Travel

This category of travel is reimbursed by the concerned Administrative/Finance & Administrative/Administrative & Logistic Coordinator as the situation arises:

- Meetings outside the office – A travel allowance for personal motorbikes (1 Baht/30 MMK per km) or cars (5 Baht/150 MMK per km) used to attend training venues or visit other organizations; or round bus fares/taxi fares
- Office supplies
- Workshops held at other organizations
- Trips to bus stations, train stations, airports, etc. to pick up or drop off official visitors or network partners

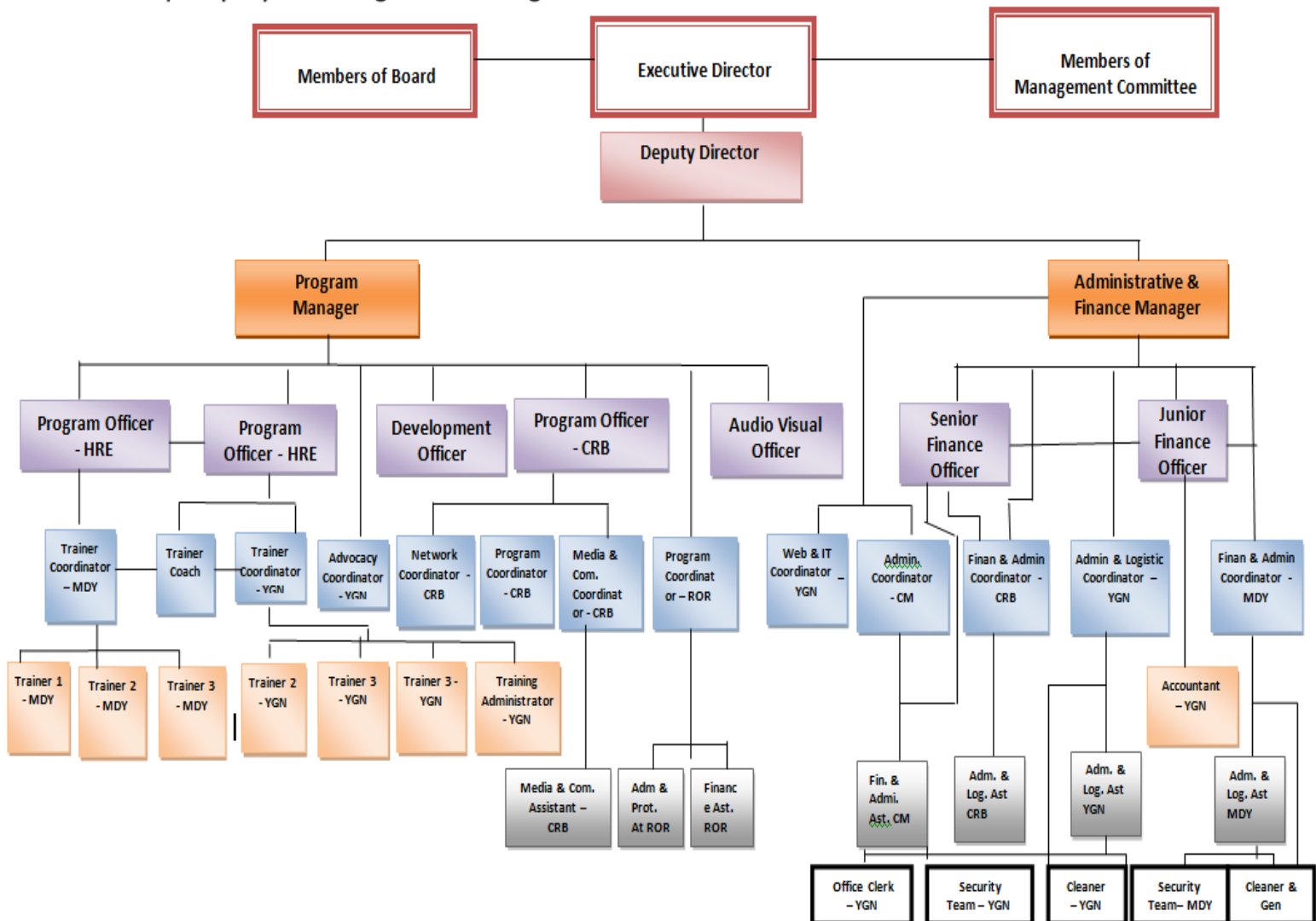
Management believes that this Human Resources Policies & Procedures Manual provides the necessary information and proper guidelines to staff. This manual is a living document and will be subject to changes based on periodic review and inputs from staff. Questions or concerns regarding this manual should be directed to the Administrative & Finance Manager.

[\(Back to Contents\)](#)

IV – Appendices

1. Organizational Diagram

Equality Myanmar Organization Diagram



[\(Back to Contents\)](#)

2. Management & Regular Staff Members Positions (Position level/ Position designation)

Level 1 – Director

- Executive Director
- [Deputy Director](#)

Level 2 – Manager

- [Administrative & Finance Manager](#)
- [Program Manager](#)

Level 3 – Officer (Administrative and Project)

- [Senior Finance Officer](#)
- [Junior Finance Officer](#)
- [Audio Visual Officer](#)
- [Development Officer](#)
- [Program Officer – Colors Rainbow](#)
- [Program Officer \(HRE- 2 Post\)](#)

Level 4 – Coordinator

- [Administrative & Logistic Coordinator - Yangon](#)
- [Administrative Coordinator – Chiang Mai](#)
- [Finance & Administrative Coordinator - Mandalay](#)
- [Finance & Administrative Coordinator – Colors Rainbow](#)
- [Project Coordinator – Rays of Rainbow](#)
- [Program Coordinator – Colors Rainbow](#)
- [Media & Communication Coordinator – Colors Rainbow](#)
- [Network Coordinator – Colors Rainbow](#)
- [Web & IT Coordinator](#)
- [Network Coordinator](#)
- [Trainer Coach](#)
- [Trainer Coordinator - Yangon](#)

- [Trainer Coordinator - Mandalay](#)

Level 5 – Trainer/Accountant

- [Trainer level – 1 Mandalay](#)
- [Trainer level – 2 Yangon & Mandalay \(2 Post\)](#)
- [Trainer level – 3 Yangon & Mandalay \(3 Post\)](#)
- [Training Administrator](#)
- [Accountant](#)

Level 6 – Staff

- [Administrative & Logistic Assistant - Yangon](#)
- [Administrative & Logistic Assistant - Mandalay](#)
- [Finance & Administrative Assistant – Chiang Mai](#)
- [Administrative & Logistic Assistant – Colors Rainbow](#)
- [Finance Assistant – Rays of Rainbow](#)
- [Administrative & Project Assistant – Rays of Rainbow](#)
- Media and Communication Assistant

Level 7 – Low Grades

- [Cleaner & General Worker – Yangon](#)
- [Cleaner & General Worker - Mandalay](#)
- Security Team (Yangon & Mandalay)
- [Office Clerk](#)

3. Employment Classifications

Probationary Status

All new staff members complete either a three (3) or six (6) month probationary period. After the first three (3) month of employment, a performance evaluation is administered and discussed with the new staff member. Satisfactory completion of the performance evaluation by the probationary staff member

leads to confirmation of their appointment. New staff members not confirmed undergo a further three (3) month probationary period. After the six (6) months, the new staff member is again evaluated before he/she is employed as a regular staff member or terminated.

These evaluations are performed by the Executive Director, Program Manager, Administrative & Finance Manager, and/or other relevant supervisors in accordance with section 9 – [Performance Evaluation](#).

Probation is applicable to all new staff.

Regular Status

On completion of the probationary period and successful review, the new employee gains regular status, and assumes all of the responsibilities and authority of their new position in the organization.

Regular Staff

Administrative Staff

The roles of administrative staff do not change due to programmatic changes in the organization. They depend only on the position descriptions (e.g. Executive Director, Administrative & Finance Manager, Program Manager, Senior/Junior Finance Officer, etc.).

Project Staff

The roles of project staff depend on position descriptions and the nature of project. They are time limited. There are several types of project staff positions:

1. **Program Staff** – The program staff designation was designed according to the programmatic development of the organization.
2. **Contract Staff** – EQMM may employ or contract other personnel for specific missions and tenures. Contract staff members are given work for a shorter period of time (usually less than 6 months) agreed on by both parties. Upon completion of work, the staff position in the office dissolves. If the contracted work finishes and the organization still require the employee's services, the organization drafts a new contract and the employment cycle begins anew.
3. **Consultants and Independent Contractors** – EQMM may employ consultants and independent contractors. These individuals are not employees and are not eligible for bonuses or benefits, regardless of the length of their consulting or contracting relationship, unless explicitly described in their written contract/agreement with EQMM. While on assignment, they are expected to follow the [Human Resources Policies & Procedures Manual](#).
4. **Volunteers** – EQMM may be assisted in its work by volunteers who want to help the organization with no remuneration (unless supported by another institution). No volunteers should obtain funding support with other agencies without the knowledge and approval of EQMM. Volunteers are bounded by written contracts or letters of agreement (Memos of Understanding [MOU]) between EQMM,

themselves, and any sponsoring organization. The contract or MOU will stipulate his/her job description, special conditions, and tenure. Volunteers and interns who can stay for at least a six (6) month period are desirable. A minimum commitment of three (3) months is required, unless a volunteer possesses a specific skill set or exceptional background experience.

5. **Student Interns** – EQMM welcomes applications for internships by students or recent graduates. Interns and volunteers are under the supervision of the Program Manager or Deputy Director. Funding for internships can come from the intern, international agencies, local resources, or EQMM.

All staff members, no matter what his/her status, are bound by this Human Resources Policies & Procedures Manual and the Code of Ethics of the organization.

[\(Back to Contents\)](#)

4. Position Descriptions

Position Title	Deputy Director
Grade Level:	Level 1
Report to:	Executive Director
Duty Station:	Yangon
Organizational Responsibilities: <p><u>For management and team leadership:</u></p> <ol style="list-style-type: none"> 1. Oversee implementation of the 3-year strategic plan and transition strategy, including monitoring indicators and identifying opportunities for growth; 2. Manage the collaborative development of new program initiatives in consultation with staff and beneficiaries based on best practices for interactive, learner-centered human rights education; 3. Oversee implementation of all programs, finance systems, and human resources and ensure programmatic and organizational targets are met or adjusted; 4. Monitor the current human rights situation in Myanmar and oversee content development in response to changes and potential risks; 5. Conduct needs assessments to identify gaps in human resources and program management and develop strategies to address such gaps; 6. Mentor, support and provide strategic leadership to team managers including Admin and Finance Manager; A/V Officer; Program Officer; CRB Program Officer; and Development Officer. 7. Supervise staff development and team-building processes including annual strategic planning sessions, regular monitoring trips to field sites, provision of needs-based job training and on-going job support, and strengthened communication between program and finance teams; 8. Initiate organizational development measures including recruitment of Myanmar board members and strategic staff expansion; 9. Facilitate regular Management Committee, team based, and individual and full staff meetings and ensure open and accountable chains of communication across the organization; 10. Develop a positive work environment for all staff supported by a professional level human resource management function. <p><u>For fundraising and communications:</u></p> <ol style="list-style-type: none"> a) Evaluate and provide feedback on narrative and financial program reports and ensure thorough and timely fulfillment of donor requirements; b) Oversee monitoring and evaluation systems, including regular re-assessment of program and project indicators; c) Identify new funding opportunities following assessment of needs and strategies in line with strategic priorities of the organization; d) Provide timely and effective oversight of the financial position of the organization including identification and implementation of required changes to match funding levels; e) Maintain effective and coordinated budget monitoring processes for grant funds; f) Oversee the development and implementation of organisational and project budgets in collaboration with the Finance and Administration Manager; g) Overall responsibility for communication with donors, partners, networks, and other stakeholders on program implementation. 	
Administrative Responsibilities: <ol style="list-style-type: none"> 1. To report to an EQMM office or approved work site for a minimum of seven (7) hours/ day and 5 days/ week (35 hours a week); 	

2. To follow the Code of Ethics, Human Resources Policies & Procedures Manual; Financial Policies & Procedures Manual; and other operations manuals of the organization;
3. To work under the immediate supervision of the Executive Director;
4. To supervise AFM; A/V Officer; CRB PO; HRE PO; and DO.
5. To participate in other administrative, staff and organizational meetings as required.
<u>Qualifications:</u>
1. <u>Education</u> – Postgraduate degree in human rights, law, political science, social science, international development or other relevant fields or equivalent experience;
2. <u>Experience</u> – Minimum 7 years working with a human rights NGO or comparable relevant experience in international development;
3. <u>Skills</u> – Demonstrated experience in organizational leadership, program management, and team supervision; Excellent written and verbal English language and general communication skills; Experience in financial management and budget development; Knowledge of Myanmar context; Proficient in Microsoft Office and general computer skills.
<u>Compensations:</u>
1. <u>Salary level</u> – Monthly Salary of xxxx MMK per month and increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance.
2. <u>Benefits:</u> Myanmar visa expenses and international health care insurance is partially covered subject to available organizational donor funding and health care policies.
3. <u>Professional development</u> – (a) Opportunity to attend EQMM’s human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

Position Title	Administrative & Finance Manager
Grade Level:	Level 2
Report to:	Deputy Director
Duty Station:	Yangon
<u>Organizational Responsibilities:</u>	
1. <u>For the day-to-day administrative management operations which includes: administration and human resources:</u>	
a) <u>Administration</u> - Maintains the office calendar of important organizational dates and deadlines;	
Makes office announcements and communications including office policies and procedures in coordination with the management committee (M-COM), official correspondence and website updating;	
Supervises for arranges local, regional, and international travel plans of staff members and other	

related organizational funding agencies or resource person or training participants by the administrative coordinator;

Monitors Human Resources Policies and Procedures Manual and updates them as required annually, and orientation to new staff and de orientation to old staff as required;

Organizes and participates in regular staff meetings as required in coordination with deputy director or other M-COM members;

Delegates other organizational tasks from time to time to the office staff;

Supervises the allocating publications, distribution, and listing by the administrative & logistic coordinator (headquarter) and finance & administrative coordinators and administrative coordinator (remote offices);

Verifies consolidated assets register/capital equipment list prepared by the accountant on a quarterly and annual basis; and

Oversees headquarter and remote offices day to day administrative operations and supervise the administrative & logistic coordinator, finance & administrative coordinators and administrative coordinator to improve team efficiency and productivity.

- b) **Human Resources** – Makes approval leave requests following by the Human Resources Policies and Procedures Manual, and verifies leaves record prepared by the administrative & logistic coordinator (headquarter) and the finance & administrative coordinators and administrative coordinator (remote offices) on a monthly basis;

Verifies the staff attendance log book prepared by the administrative & logistic coordinator (headquarter) and finance & administrative coordinator/administrative coordinator (remote offices) on the numbers of hours worked by each staff member on a monthly basis;

Supervises and monitors the human resource files and ensure that the filing systems are up-to-date and secure;

Supervises the arrangement of visa/work permit and health insurance are to each staff member; and

Administers the organization's recruitment process.

2. For the day-to-day financial management operations which include:

- a) **Financial & accounting policies & procedures** – Monitors and evaluates policies and procedures and recommends to M-COM for their modification or change; and

Manages the financial and accounting systems to ensure that they are in compliance with the Financial Policies and Procedures Manual and normal accounting procedures.

- b) **Financial & accounting budget operations** – Supervises the work of the senior finance officer and junior finance officer; oversee cash flow management, maintain internal budget controls, and ensure the efficiency of the finance and accounting staffs;

Verifies day to day operations which among other tasks includes the bi weekly updating of financial management reconciliation data and finance transactions;

Verifies bi weekly cash count which is prepared by the senior and junior finance officers;

Prepares the overhead percentage rate(s) calculations as well as the annual organization budget which includes individual projects budget with assistance from the senior and junior finance officers and advice of the program manager, and update the budget as and when changes are required;

Supervises the monthly updating of all projects budget review forms, and make a discussion with the program manager or officers for taking action on a quarterly basis;

Makes approval for the retention of project activities cash balances for future use in coordinating with the program manager;

Conducts monitoring visits to remote offices relating administrative and finance operations:

Reviews a lost property report email to determine financial responsibility; and

Maintains projects grants and related documents as files.

- c) **Advance/reimbursement/payment** – Verifies the advance or reimbursement payment forms upon approval and submission by the senior and junior finance officers;

Makes approval the advance or reimbursement payment forms outside of the total budgeted project projection or outside of the scope of a line item, more than 10% budget deviation and expense exceptions on a case –by-case basis; and

Verifies project advance request listed summary prepared by the senior and junior finance officers on a bi weekly basis.

- d) **Audit** - Takes responsible for answering any questions from the external auditor and/or donors regarding financial reports;

Verifies auditing equipments/assets annually; and

Supervises the senior and junior finance officer the annual financial reports to be audited.

- e) **Banking** – Authorizes the senior and junior finance officer to make bank withdrawals and supervise their recording in the computerized accounting software i.e. Quick Book;

Maintains bank accounts books are kept in a locked safe box in jointly responsible with the senior and junior finance officers;

Provides a donor acknowledgement for donor bank deposits and verify overall donor deposits

for completeness; and

Verifies a computerized each project bank transaction submitted by the senior and junior finance officers.

- f) **Donor, government, stakeholder and internal financial reports** – Verifies all internal financial reports prepared by the senior and junior finance officers in a timely manner, and ensures that internal financial reports are completed and correct;
Communicates with HREIB donors and other stakeholders on other related financial policies and procedures, and reports; and

Manages the preparation and presentation financial reports to donors and government, and ensuring that donor/government reports are completed and submitted to the donors in timely manner.

3. For day to day communication and website activities which include:

- a) Oversees day to day communication and website & IT operations.

4. For day to day organization management activities which include:

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

5. For other organizational tasks that may from time to time be assigned.

Administrative Responsibilities:

1. To report to an office or approved work site for a minimum of seven(7) hours/ day and 5 days/ week (35 hours a week);
2. To follow the Code of Ethics, Human Resources Policies & Procedures Manual; Financial Policies & Procedures Manual ; and other operations manuals of the organization;
3. To work under the immediate supervision of the deputy director;
4. To directly supervise the administrative & logistic coordinator(YGN), administrative coordinator (CM), web & IT coordinator (YGN), senior and junior finance officers (YGN), and finance & administrative coordinators (CRB and Mdy) as team leader; and
5. To participate in other administrative, staff and organizational meetings as required.

Qualifications:

1. Education – BA or equivalent in management and administration field;
2. Experience – Minimum of seven (7) years;
3. Skills – Supervisory skills; Microsoft Office Suite (Word, Excel, Power Point etc.); Financial management; Intermediate English and Burmese language proficiency;

Compensations:

1. **Salary level** – Monthly Salary of Myanmar Kyat xxxxx per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance.
2. **Other Benefit** – Basic health care insurance is covered subject to available organizational donor funding and social benefit policy.
3. **Professional development** – (a) Opportunity to attend EQMM’s human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

Position Title	Program Manager
Grade Level:	Level 2
Report to:	Deputy Director
Duty Station:	Yangon
1. <u>For the day-to-day program/project planning which includes:</u>	
a) Facilitate the development of a 3 year strategic plan as a member of the organization’s Management Committee including benchmarks for program growth;	
b) Providing leadership and guidance on the development of new human rights education initiatives and related educational materials;	
c) Evaluating the strategic opportunities for relocating the organization’s headquarters and support development of transition plan through the Management Committee;	
d) Researching online collaboration and project management tools, i.e. Basecamp and MS project and lead the finalization of Project Management Policies and Procedures, including linking the organizational strategy and log frame, M&E procedures and impact assessment with support from the Development Officer;	
e) Researching best practices for interactive, learner-centered human rights education;	
f) Conducting needs assessment survey to identify gaps in human resources and develop strategies to address such gaps.	
2. <u>For the day-to-day program/project team management which include:</u>	
a) Providing needs-based job training and ongoing job support;	
b) Reviewing program staff work plans, budgets and program activities;	
c) Conduct regular supervision and monitoring trips to program staff in Burma;	

d) Identifying need for, engaging and supervising volunteers to support program development and implementation;
e) Facilitating regular program and individual staff members meetings;
f) Ensuring program staff members have comprehensive position descriptions that are clear and up to date;
g) Conducting regular performance evaluations to assess the skill, experience and professional development needs of program staff.
3. For day to day program/project management reporting activities which includes:
a) Managing monitoring and evaluation systems; and
b) Evaluating and providing feedback on narrative program / project reports.
4. <u>For day-to-day program / project financial management which includes:</u>
a) Integrate project narrative and financial plans for programmes / projects prior to submission to donor;
b) Advise Administration & Finance Manager and Finance Officer on annual organizational and project budgets;
c) Assessment and approval of costs outside project budgets in consultation with Administration and Finance Manager;
d) Answering donors' questions in financial reporting and issues in consultation with Administration & Finance Manager
e) In consultation with Finance and Administration Manager support the Development Officer and Management Committee in assessing fundraising needs and opportunities in accordance with strategic priorities of HREIB;
5. <u>For day-to-day program/project representation which includes:</u>
a) Representing the organization with partners, donors and human rights networks in Thailand, Burma and through regular communication via e-mail, phone, skype and other means.
6. <u>For other organizational tasks that may from time to time be assigned.</u>
Administrative Responsibilities:
1. To report to an office or approved work site for a minimum of seven(7) hours/ day and 5 days/ week (35 hours a week);

2. To follow the Code of Ethics, <u>Human Resources Policies & Procedures Manual</u> ; <u>Financial Policies & Procedures Manual</u> ; and other operations manuals of the organization;
3. To work under the immediate supervision of the Deputy Director; and
4. To participate in other administrative, staff and organizational meetings as required.
<u>Qualifications:</u>
1. <u>Education</u> – BA or equivalent
2. <u>Experience</u> – Minimum of seven (7) years
3. <u>Skills</u> – Supervisory skills; Microsoft Office Suite (Word, Excel, Power Point etc.); English proficiency
<u>Compensations:</u>
1. <u>Salary level</u> – Special Salary Range of xxxxx per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding.
2. <u>Other Benefit</u> – Basic health care insurance is covered subject to available organizational donor funding and social benefit policy.
3. <u>Professional development</u> – (a) Opportunity to attend HREIB’s human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels

Position Title	Senior Finance Officer
Grade Level:	Level 3
Report to:	Administrative & Finance Manager
Duty Station:	Yangon
Organizational Responsibilities:	
1. <u>For the day-to-day finance and accounting operations:</u> <i>Assists the administrative & finance manager in the management and implementation of the organization’s financial and accounting system;</i> <i>Provides management oversight to assigned projects finance and accounting staffs at headquarters(Yangon) and remote offices for Thailand based projects;</i> <i>Provides internal trainings/workshops related to the computerized accounting system to accounting staffs;</i> <i>Keys in all administrative and Thailand based project expenses for assigned projects and bank transactions for all assigned projects into computerized accounting system immediate after the expense data is verified; and</i> <i>Maintains the organizational records of all assigned projects financial and accounting</i>	

transactions.

2. **For the day-to-day financial management operations:**

Banking

Maintains the main organization bank account and assigned projects bank accounts records;

Oversees headquarters Yangon office safe box jointly with the administrative & finance manager, which contains all of the organizations and project bank account books (Yangon based projects only) and records;

Prepares a summary project and administrative approved advance list for each assigned project and reports to the administrative & finance manager for verification quarterly for further cash withdrawal procedures;

Checks the appropriate transfer of funds deposited to assigned local project accounts;

Prepares the ‘bank withdraw authorization’ forms with the necessary authorized signatories when withdrawing approved funds; and

Maintains a record of banking transactions in both the finance headquarters Yangon office files and the computerized accounting system.

Budget Planning

Assists the concerned program manager and the administrative & finance manager in developing and modifying (as required) the annual organization and assigned projects budgets;

Reviews the annual project budgets to insure their easy translation into the organizational budget and accounting categories; and

Balances accounts according to the financial budget, and insures that the organization is not spending more than planned.

Advances/reimbursements/expenses

Approves all ‘**payment request**’ forms (reimbursements and advances) related to assigned projects based on the approved annual organization budget, provides the required clearances and reports any deviation with the operational budget to the administrative & finance manager before approval, and provides bi weekly an ‘**advance list**’ of requests to the administrative & finance manager;

Authorizes advance payments in anticipation of an official expense if it will be incurred and reported;

Transfers, pays advances or reimburses funds to the appropriate coordinator/officer or staff, and maintains records of transactions in the headquarters (Yangon) finance office files and the computerized accounting system;

Reviews the reasons why if a ‘**monthly expense report**’ form is late, when it will be submitted, and approves any late submissions;

Verifies monthly financial reports prepared by the finance & administrative assistant (CM) and

the finance & administrative coordinator (CRB);

Follows up with concerned staff members to submit expense reports and receipts within the time allowed through the finance & administrative coordinator (CRB) and finance & administrative assistant (CM);

Prepares the '**finance follow-up**' forms related to staff expense reports for the finance & administrative assistant (CM) and finance & administrative coordinator (CRB); and

Records honorarium payments earned by assigned projects staffs into the computerized accounting system as "other income".

Cash Management

Supervises headquarters Yangon office cash management related to assigned projects, and the safe keeping of petty cash in a locked safe box;

Participates in the joint overseeing of the headquarters Yangon office safe box which contains the assigned projects petty cash;

Maintains a detailed record of all cash added to and disbursed from petty cash;

Conducts a weekly cash count and reconciles the headquarters (YGN) petty cash book for assigned projects bi weekly; and reports to the administrative & finance manager for verification bi weekly;

Checks bi weekly the '**project reconciliation summary**' and '**detail**' forms versus the '**expense report**' forms; and

Supervises the cash management of the Chiang Mai and Colors Rainbow offices which on a day – to – day basis is managed respectively by the finance & administrative assistant (CM) and the finance & administrative coordinator (CRB).

3. For day-to-day internal and external reporting activities:

Internal Reports

*Prepares up-to-date financial management '**project reconciliation summary**' and '**detail**' forms and reports bi weekly to the administrative & finance manager for verification;*

*Prepares bi weekly up-to-date financial management '**cash count**' forms and reports to the administrative & finance manager for cash checking;*

Reviews monthly expense reports for each assigned project and keys that expense data into the organization's computerized accounting system, and reports on this data entry monthly to the administrative & finance manager;

*Prepares monthly the up-to-date '**budget review**' form for each assigned project and provides them to the administrative & finance manager for verification;*

Administers the monthly ‘bank book- computerized’ transaction report and provides the report to the administrative & finance manager for verification;

Prepares a bi weekly up-to-date financial management ‘project reconciliation summary’ and ‘detail’ forms report for office ‘other accounts’ and provides the report to the administrative & finance manager for verification; and

Prepares an internal organizational financial report on the offices ‘other income’ twice a year and provides to the administrative & finance manager for verification.

External Reports

Maintains the organization’s financial reports calendar up- to -date jointly with the junior finance officer, and in consultation with the administrative & finance manager;

Prepares financial reports for donors for assigned projects in a timely manner and provides the reports to administrative & finance manager for review;

Facilitates the annual financial reports to be audited under supervision of administrative & finance manager, and

Assists the administrative & finance manager for the follow up questions related with donor financial and audited reports.

4. For paying the monthly salary to Equality Myanmar Yangon office based staff members.

5. For assisting in any work and functions of the organization e.g. trainings, workshops, internships, forums, campaigns, as requested by the executive director, program manager and/ or administrative & finance manager.

6. For following the organization’s ‘Financial Policies and Procedures Manual’ in all work related responsibilities.

7. For providing other organizational tasks that may be assigned from time to time.

Administrative Responsibilities:

- a. To report to an office or approved work site for a minimum of seven(7) hours/ day and 5 days/ week (35 hours a week);
- b. To follow the Code of Ethics, Human Resources Policies & Procedures Manual; Financial Policies & Procedures Manual ; and other operations manuals of the organization;
- c. To work under the immediate supervision of the administrative & finance manager;
- d. To supervise the finance & administrative assistant (CM) and finance & administrative coordinator (CRB) in the operation of accounting and financial management as team leader; and
- e. To participate in other administrative, staff and organizational meetings as required.

Qualifications:

- a. Education – BA in Accounting , or Financial Management or equivalent degree or diploma;
- b. Experience – Minimum of five (5) years;
- c. Skills – Supervisory skills; Microsoft Office suite (Word, Excel, Power Point); Accounting tools (Excel and Quick book), Intermediate English and Burmese language proficiency;

Compensations:

- a. Salary level – Monthly Salary of Myanmar Kyat xxxx per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance.
- b. Other Benefit – Basic health care insurance is covered subject to available organizational donor funding and social benefit policy.
- c. Professional development – (a) Opportunity to attend EQMM’s human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

Position Title	Junior Finance Officer
Grade Level:	Level 3
Report to:	Administrative & Finance Manager
Duty Station:	Yangon

Organizational Responsibilities:**a. For the day-to-day finance and accounting operations:**

Assists the administrative & finance manager in the management and implementation of the organization’s financial and accounting system;

Provides management oversight to assigned projects finance and accounting staffs at headquarters and remote offices for Burma based projects;

Provides internal trainings/workshops related to the computerized accounting system to accounting staffs;

Keys in all administrative and Burma based project expenses for assigned projects and bank transactions for all assigned projects into the computerized accounting system immediate after the expense data is verified; and

Maintains the organizational records of all assigned projects financial and accounting transactions.

2 For the day-to-day financial management operations:
Banking

Maintains assigned projects bank account records

Oversees the headquarters office safe box jointly with the senior finance officer and administrative & finance manager, which contains all of the organizations and project bank

account books/records;

Prepares a summary project and administrative approved advance list for each assigned project and reports to the administrative & finance manager for verification quarterly for further cash withdrawal procedures;

Checks the appropriate transfer of funds deposited to designated local project accounts;

*Prepares the bank '**withdraw authorization**' form with the necessary authorized signatories when withdrawing approved funds; and*

Maintains a record of banking transactions in both the Yangon finance office files and the computerized accounting system.

Budget Planning

Assists the concerned program manager and the administrative & finance manager in developing and modifying (as required) the annual organization and assigned projects budgets;

Reviews the annual project budgets to insure their easy translation into the organizational budget and accounting categories; and

Balances accounts according to the financial budget, and insures that the organization is not spending more than planned.

Advances/reimbursements/expenses

Approves all '**payment request**' forms (reimbursements and advances) related to assigned projects based on the approved annual organization budget; provides the required clearances and reports any deviation with the operational budget to the administrative & finance manager before approval; and provides bi weekly an '**advance list**' of requests to the administrative & finance manager;

Authorizes advance payments in anticipation of an official expense if it will be incurred and reported;

Transfers, pays advances or reimburses funds to the appropriate coordinator/officer or staff, and maintains records of transactions in the headquarters Yangon finance office files and the computerized accounting system;

Reviews the reasons why if a '**monthly expense report**' form is late, when it will be submitted, and approves any late submissions;

Verifies the monthly financial reports prepared by the accountant (YGN) and the finance & administrative coordinator (MDY);

Follows up with concerned staff members to submit expense reports and receipts within the time allowed through the finance & administrative coordinator (MDY) and accountant (YGN);

Prepares the '**finance follow-up**' forms related to staff expense reports for the accountant (YGN)

and the finance & administrative coordinator (MDY);and

Verifies the **'finance follow-up'** forms with the related expense reports prepared by the accountant (YGN) and the finance & administrative coordinator (MDY) before releasing them to the concerned staff.

Cash Management

Supervises headquarters Yangon office cash management related to assigned projects, and the safe keeping of petty cash in a locked safe box;

Participates in the joint overseeing of the Yangon office safe box which contains the assigned projects petty cash;

Maintains a detailed record of all cash added to and disbursed from petty cash;

Conducts a weekly cash count; reconciles bi weekly the headquarters (Yangon) petty cash book for assigned projects; and reports bi weekly to the administrative & finance manager for verification;

Checks bi weekly the **'project reconciliation summary'** and **'detail'** forms versus the 'expense report' forms; and

Supervises the cash management of the Mandalay and Yangon offices which on a day –to – day basis is managed by the accountant (YGN) and the finance & administrative coordinator (MDY).

3. For day-to-day internal and external reporting:

Internal Reports

*Prepares for assigned projects the up-to-date financial management **'project reconciliation summary'** and **'detail'** forms and reports to the administrative & finance manager bi weekly for verification;*

*Prepares for assigned projects bi weekly up-to-date financial management **'cash count'** forms and reports to the administrative & finance manager for cash checking*

*Checks the monthly **'cash count'** form and **'project reconciliation summary'** and **'detail'** reports prepared by the accountant (Yangon) and the finance & administrative coordinator (MDY), and then submits to the administrative & finance manager for verification;*

Reviews assigned projects monthly expense reports and keys that expense data into the organization's computerized accounting system, and reports on this data entry monthly to the administrative & finance manager;

*Prepares for assigned projects monthly up-to-date **'budget review'** forms and provides them to the administrative & finance manager for verification; and*

*Administers for assigned projects the monthly **'bank book- computerized'** transaction report and provides the report to the administrative & finance manager for verification.*

External Reports

Maintains the organization's financial reports calendar up- to -date jointly with the senior finance officer and in consultation with the administrative & finance manager;

Prepares assigned projects financial reports for donors in a timely manner and provides these reports to administrative & finance manager for prior review;

Facilitates the annual financial reports to be audited under supervision of administrative & finance manager, and

Assists the administrative & finance manager for the follow-up questions related with donor financial and audited reports.

4. **For assisting in any work and functions of the organization e.g. trainings, workshops, internships, forums, campaigns, as requested by the executive director, program manager and/ or administrative & finance manager.**

5. **For following the organization's 'Financial Policies and Procedures Manual' in all work related responsibilities.**

6. **For providing other organizational tasks that may be assigned from time to time.**

Administrative Responsibilities:

1. To report to an office or approved work site for a minimum of seven(7) hours/ day and 5 days/ week (35 hours a week);
2. To follow the Code of Ethics, Human Resources Policies & Procedures Manual; Financial Policies & Procedures Manual ; and other operations manuals of the organization;
3. To work under the immediate supervision of the administrative & finance manager;
4. To supervise the accountant (YGN) and the finance & administrative coordinator (MDY) in the operation of accounting and financial management functions as team leader; and
5. To participate in other administrative, staff and organizational meetings as required.

Qualifications:

- a. Education – BA in Accounting , or Financial Management or equivalent degree or diploma;
- b. Experience – Minimum of five (5) years;
- c. Skills – Supervisory skills; Microsoft Office suite (Word, Excel, Power Point); Accounting tools (Excel and Quick book), Intermediate English and Burmese language proficiency;

Compensations:

1. Salary level – Monthly Salary of Myanmar Kyat xxxx per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance.
2. Other Benefit – Basic health care insurance is covered subject to available organizational donor funding and social benefit policy.
3. Professional development – (a) Opportunity to attend EQMM's human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with

professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

Position Title	Audio Visual Officer
Grade Level:	Level 3
Report to:	Deputy Director
Duty Station:	Yangon

Organizational Responsibilities:

1. For managing on a day-to-day basis the audio visual units operations which includes:

Produces multimedia resource materials on various human rights related themes, including: video dramas, short documentaries, songs and music videos on human rights issues; Human Rights Education TV series, Colors Rainbow TV series; and Human Rights TV drama; etc;

Develops audio visual products with highly relevant human rights themes through in consultation with program manager and executive director, and program officers (Human Rights Education Program Officer; LGBT/Colors Rainbow Program Officer; etc);

Script writing (in coordination with the deputy director and executive director);

Directs and manages the production of all audio visual resources;

Develops the audio visual team's management and technical skills;

Collaborates and establishes partnerships with media organizations in Burma;

Collaborates with web & IT coordinator on regular basis to ensure the AV activities are well reflected on the site;

Travels with audio visual unit to field sites for filming and interviewing;

Conducts video trainings with staff and members of partner organizations;

Identifies and recruits necessary external technical assistance (part-time / contractual) for productions in consultation with administrative & finance manager and deputy director;

Delegates photo documentation, editing or other AV production activities as necessary to assistant editor, or part time / contract staff and refer to administrative & logistic coordinator of Yangon office to maintain at photo / video database;

Manages and monitors the use of AV equipment, such as photo and video cameras, computers equipment and other equipment, and administers AV equipments maintenance; and

Maintains AV's assets lists, and reports bi-monthly to the administrative & logistic coordinator of Yangon office for updates of list, maintenance, and other equipment-related matters.

<p>2. <u>Responsible for audio visual unit planning which includes:</u></p> <p>a) Plans 'audio visual unit' project quarterly and annual activities;</p> <p>b) Discusses the project with executive director, deputy director, administrative & finance manager, and program officers & development officer and</p> <p>c) Facilitates quarterly meetings for activity planning for audio production with executive director/trainer coach/adviser and/or HRE program officers.</p>
<p>3. <u>For reporting on audio unit activities which includes:</u></p> <p>a) Delegates narrative activity report writing to assistant editor and submit to deputy director/development officer at 15th of every month including the following relevant supporting documents: photographs of the activity, participants feedback, and production documents; and</p> <p>b) Facilitates monthly budget planning meeting with the accountant, and verifies monthly advances and expense report which prepared by the accountant at the 15th of every month including the following relevant supporting documents; receipts - following HREIB financial policies and procedures manual.</p>
<p>4. <u>For providing other organizational tasks that may be assigned from time to time.</u></p>
<p>Administrative Responsibilities:</p> <p>1. To report to an office or approved work site for a minimum of seven(7) hours/ day and 5 days/ week (35 hours a week);</p> <p>2. To follow the Code of Ethics, <u>Human Resources Policies & Procedures Manual</u>; <u>Financial Policies & Procedures Manual</u> ; and other operations manuals of the organization;</p> <p>3. To work under the immediate supervision of the deputy director;</p> <p>4. To supervise the assistant editor(s), and/or part time assistant staff or contract staff in the operation of the audio visual unit as team leader; and</p> <p>5. To participate in other administrative, staff and organizational meetings as required.</p>
<p><u>Qualifications:</u></p> <p>1. <u>Education</u> – Minimum BA plus technical audiovisual training</p> <p>2. <u>Experience</u> – Minimum of five (5) years</p> <p>3. <u>Skills</u> – Knowledgeable in using audio visual software packages i.e. Final Cut Pro; I – movie, Basic English, and Burmese Language proficiency</p>
<p><u>Compensations:</u></p> <p>1. <u>Salary level</u> – Monthly Salary of Myanmar Kyat xxxx per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance.</p> <p>2. <u>Other Benefit</u> – Basic health care is covered subject to available organizational donor funding and social benefit policy.</p> <p>3. <u>Professional development</u> – (a) Opportunity to attend EQMM's human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels</p>

Position Title	Development Officer
Grade Level:	Level 3
Report to:	Deputy Director
Duty Station:	Yangon
Organizational Responsibilities: <ol style="list-style-type: none"> 1. <u>For grant writing and management which includes:</u> <ol style="list-style-type: none"> a) Develops clear fundraising goals with senior management team; b) 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; c) Researches grant opportunities which are a good fit to HREIB's organizational and programme strategies; d) Satisfies all grant requirements to produce effective, persuasive and comprehensive grant applications in accordance with strategic priorities set by the Management Committee; e) Produces communications materials related to all grants including narrative progress reports and content for website in collaboration with program teams and the web & IT coordinator; f) Prepares presentations for and meet with visiting prospective and existing donors; g) Maintains a database that tracks the funding process and monitors donors reporting requirements. 2. <u>For monitoring and evaluation which includes:</u> <ol style="list-style-type: none"> a) Designs monitoring tools to evaluate the impact of activities; b) Designs monitoring tools to evaluate the impact of activities; c) Prepares outcome indicators for sector-based human rights trainings linked to project-specific proposals and the organizational log frame and strategy in collaboration with the deputy director; d) Prepares outcome indicators for sector-based human rights trainings linked to project-specific proposals and the organizational log frame and strategy in collaboration with the deputy director; e) Prepares outcome indicators for sector-based human rights trainings linked to project-specific proposals and the organizational log frame and strategy in collaboration with the deputy director; f) Takes part in monitoring visits in Burma and conduct interviews with training participants; organizations in HREIB's network and potential target groups and help program staff maintain systems to track HREIB training alumni; g) Compiles and share lessons learned from past program implementation and best practices 	

<p>in the field of human rights education; and</p> <p>h) Trains program staff on monitoring and evaluation.</p>
<p>3. <u>For day to day program/project reporting activities which includes:</u></p> <p>a) 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</p> <p>b) Prepares annual organization narrative reports.</p>
<p>4. <u>For day to day organization management activities which include:</u></p> <p>a) Takes a representative role of M-COM members;</p> <p>b) Attends regular M-COM meetings, or calling a meeting as required; and</p> <p>c) Provides inputs prior to management issues within a M-COM committee.</p>
<p>5. <u>For other organizational tasks that may be assigned from time to time.</u></p>
<p><u>Administrative Responsibilities:</u></p> <p>1. To report to an HREIB office or approved work site for a minimum of seven(7) hours/ day and 5 days/ week (35 hours a week);</p> <p>2. To follow the Code of Ethics, <u>Human Resources Policies & Procedures Manual</u>; <u>Financial Policies & Procedures Manual</u> ; and other operations manuals of the organization;</p> <p>3. To work under the immediate supervision of deputy director;</p> <p>4. To supervise to ROR project coordinator; and</p> <p>5. To participate in other administrative, staff and organizational meetings as required.</p>
<p><u>Qualifications:</u></p> <p>1. <u>Education</u> – Minimum BA in development related field or equivalent degree.</p> <p>2. <u>Experience</u> – Minimum of five (5) years working with a human rights NGO or comparable relevant experience; Knowledge of Burma and an understanding of the current political situation.</p> <p>3. <u>Skills</u> – Supervisory skills; Microsoft Office Suite (Word, Excel, Power Point etc.); Basic Burmese, and English language proficiency.</p>
<p><u>Compensations:</u></p> <p>1. <u>Salary level</u> – Monthly Salary of Myanmar Kyat xxxx per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance.</p> <p>2. <u>Benefits:</u> Myanmar visa expenses and international health care insurance is covered subject to available organizational donor funding and social benefit policy.</p> <p>3. <u>Professional development</u> – (a) Opportunity to attend EQMM's human rights education capacity</p>

building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

Position Title:	Program Officer (2 Post)
Grade Level:	Level 3
Report to:	Deputy Director/Program Manager
Duty Station:	Yangon and Mandalay
Organizational Responsibilities: 1. <u>For program development which includes:</u> <ul style="list-style-type: none"> a) Participates in annual strategic planning meetings with management committee (M-Com); b) Facilitates preparation and regular reviews of Strategy and logical framework analysis (log-frame) for HREIB's human rights education training program in collaboration with the teams of trainers and the Program Manager/Deputy Director; c) Provides leadership and guidance on the development of new human rights education initiatives and related educational materials; d) Help/develops Terms of Reference for HRE program staffs with Program Manager/Deputy Director. e) Help developing and update modules for sector-based trainings with targeted professional groups; f) Provides input to substance and form of thematic / advanced issue seminars at training centres; g) Help develop model for managing externally requested trainings and provision of support to Trainer Coordinators for time management at the training centres; h) Provides input to other team strategies and the overall organizational strategy based on complementarities with the human rights education strategy; i) Develop/reviews Equality Myanmar's standard reporting related forms. j) Identifies new resources/inputs for sector-based trainings with targeted professional groups; k) Help to develop appropriate budgets for sector-based trainings and issues seminars with targeted professional groups and community events inside Burma; l) Conducts needs assessment survey to identify gaps in human resources and develop strategies to address such gaps. m) Works with trainers & coordinators to identify partners for collaboration; and n) Assists in program planning and M&E missions inside Burma. 	
2. <u>For team management which includes:</u> <ul style="list-style-type: none"> a) Facilitates development of Yangon and Mandalay training centres annual activity plans and providing constructive feedback to ensure activities can be accomplished by the end of the year; b) Collects and reviewing Yangon and Mandalay training centres monthly work schedules; c) Ensures regular update of ToRs for trainers and coordinators at the Equality Myanmar training centres in consultation with the Program Manager, Finance and Administration Manager and Co- Program Officer; d) Conducts performance appraisals of Mandalay training coordinator and oversee performance evaluations of trainer teams and provision of feedback to Program Manager; e) Supervises Mandalay's Training Coordinator, Trainer Coach, interns and volunteer who is joining 	

to Equality Myanmar's Human Rights Education program.

- f) Ensures program staff members have comprehensive position descriptions that are clear and up to date;
- g) Monitors training sessions of the Equality Myanmar training centres and identify skills / knowledge gaps in consultation with trainer coordinators, trainer coach and Co-program officer;
- h) Develops and implementing measures to strengthen the performance and capacity of Yangon and Mandalay trainers, including facilitation of regular study groups, identification of relevant external resource persons, dissemination of new material / research / reports relevant for the trainers;
- i) Hold regular meetings (at least monthly) and phone / skype conversations (at least weekly) with the Mandalay Trainer Coordinator and Co-Program Officer to address any issues arising and support the daily management of the trainer teams; and
- j) Documents disciplinary problems reported by Mandalay trainer coordinator and following Human Resources Policies and Procedures for required disciplinary actions.

3. For financial management which includes:

- a) Verifies advance requests, expense reports, and finance follow up forms prepared by the Finance & Administrative Coordinators on a monthly basis, or delegate to Trainer Coordinators;
- b) Oversees prudent / safe cash management by Finance & Administration Coordinator and Trainer Coordinator and report any anomalies to Finance & Administration Manager;
- c) *Oversees that monthly advance payment requests are submitted on schedule by FAC and Trainer Coordinators; and*
- d) Ensures that the Yangon and Mandalay trainer teams and coordinators are managing project activities and running costs in accordance with approved budgets and report any major deviances immediately to Finance & Administration Manager and Program Manager.

4. For monitoring and evaluation which includes:

- a) Conducts regular supervision and monitoring trips to program staffs;
- b) Oversees the collection and processing of all activity reports; ensuring each report contains the following: photographs of the activity; pre/post test results and analysis; meeting minutes/notes; participant profiles for each activity; evaluation forms; and participant feedback and liaise with Development Officer on analysis of the documentation;
- c) Assists in the development and maintenance of a tracking system for training participants;
- d) Reviews analyses of pre- and post- tests (analyses will be completed by the trainer coordinators) and submit / discuss observations Development Officer and Program Manager ; and
- e) Maintains a log of key success stories and challenges with input from the Yangon and Mandalay trainers & coordinators and submit / discuss with Development Officer on regular basis.

5. For facilitation and networking which includes:

- a) Observes trainings in Equality Myanmar training centres to provide feedback and coaching on content and methods in collaboration with Co-Program Officer;
- b) Serves as a resource person and content coordinator in 'training of trainers' of Equality Myanmar training staff;
- c) Takes part in and assist facilitating / arranging continuous capacity building activities for Equality Myanmar training staff;

<ul style="list-style-type: none"> d) Provides needs-based job training and ongoing job support; e) Attends collaboration / networking meetings with other NGOs / CSOs / networks; f) Reports back to Program Manager and Director on developments in HREIB network; target groups / communities; and g) Represents HREIB at donor meetings in consultation with Program Manager and Director.
<p>6. <u>For other organizational tasks that may from time to time be assigned.</u></p>
<p><u>Administrative Responsibilities:</u></p> <ul style="list-style-type: none"> 1. To report to an HREIB office or approved work site for a minimum of seven(7) hours/ day and 5 days/ week (35 hours a week).
<ul style="list-style-type: none"> 2. To follow the Code of Ethics, <u>Human Resources Policies & Procedures Manual</u>; <u>Financial Policies & Procedures Manual</u> ; and other operations manuals of the organization;
<ul style="list-style-type: none"> 3. To work under the immediate supervision of the Program Manager/Deputy Director and for financial management the Finance and Administration Manager;
<ul style="list-style-type: none"> 4. To supervise the HRE Program trainer coordinators as team leader; and
<ul style="list-style-type: none"> 5. To participate in other administrative, staff and organizational meetings as required.
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> 1. <u>Education</u> – Minimum BA in development related field or equivalent degree;
<ul style="list-style-type: none"> 2. <u>Experience</u> – Minimum of five (5) years
<ul style="list-style-type: none"> 3. <u>Skills</u> – Supervisory skills; Microsoft Office Suite (Word, Excel, Power Point etc.); English, Burmese and basic Thai language proficiency
<p><u>Compensations:</u></p> <ul style="list-style-type: none"> 1. <u>Salary level</u> – Special Salary Range of MMK xxxx per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding.
<ul style="list-style-type: none"> 2. <u>Other Benefit</u> - Basic health care insurance is covered subject to available organizational donor funding and social benefit policy.
<ul style="list-style-type: none"> 3. <u>Professional development</u> – (a) Opportunity to attend HREIB’s human rights education capacity building courses and other capacity building courses depending on available organizational funding; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels

Position Title: Grade Level: Report to: Duty Station:	Program Officer Level 3 Deputy Director Yangon
Organizational Responsibilities: 1. <u>For planning of the program/projects which includes:</u> a) Facilitates the development of a 3 year strategic plan as the head of Colors Rainbow office in consultation with EQMM management team including benchmarks for program growth; b) Provides leadership and guidance on the development of LGBT Rights education initiatives and related educational materials; c) Researches best practices for interactive, learner-centered LGBT rights education; d) Conduct needs assessment survey to identify gaps in human resources and develop strategies to address such gaps; e) Participates in annual strategic planning meetings with EQMM management committee; f) Facilitates preparation and regular reviews of strategy and logical framework analysis as well as project/program budget for CR program in collaboration with EQMM Development Officer and Administrative & Finance Manager; and g) Develops detailed work plan (monthly, quarterly and annually) together with Colors Rainbow programme, finance and administration staff for approval by EQMM Deputy Director and to be updated on monthly basis; and share colors rainbow work plan with LGBT network advisory board and working committee and discuss goals and strategies for their inputs. 2. <u>For grant and fund raising which includes:</u> a) 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 in collaboration with EQMM Development Officer; b) Researches grant opportunities which are a good fit to colors rainbow organizational and programme strategies; c) Develops fund raising goals with EQMM Development Officer; d) Prepares presentations for and meet with visiting prospective and existing donors as well as new funding sources; e) Maintains a database that tracks the funding process and monitors donors reporting requirement. 3. <u>For supervising the organizational establishment, project/program implementation and team management which includes:</u> a) Initiates and takes part in recruitment of new staff in the Colors Rainbow structure in consultation with EQMM management team; b) Initiates recruitment of relevant volunteers to support implementation of Colors Rainbow's goals and	

activities in consultation with EQMM Deputy Director;

- c) Plans and facilitates introduction of new staff members to EQMM/Colors Rainbow procedures and their work responsibilities;
- d) Ensures Colors Rainbow staff members are adhering to the policies and procedures of EQMM/Colors Rainbow and report any problems to the EQMM Deputy Director and/or Administrative & Finance Manager;
- e) Ensures ToRs of Colors Rainbow staff members are updated and relevant to the needs of Colors Rainbow in consultation with EQMM Deputy Director and/or Administrative & Finance Manager;
- f) Undertakes monitoring and supervising Colors Rainbow staff members and consultants on a daily basis with direct supervision responsibilities for Finance and Administrative Coordinator, Advocacy Coordinator, Program Coordinator, and Media & Communication Coordinator;
- g) Lead weekly team meetings and report important organizational / project issues or concerns to the EQMM Deputy Director and/or Administrative & Finance Manager;
- h) Facilitates development of CR program annual activity plan in collaboration with CR team and provides constructive feedback to ensure activities can be accomplished by the end of the year;
- i) Collects and reviews individual program/project team member's monthly work schedules;
- j) Conducts performance appraisals to CR team members in a timely manner;
- k) Monitors the performance of CR team members and identifies skills/knowledge gaps; and finds relevant opportunities for team member's capacity building in consultation with EQMM Deputy Director and/or Administrative & Finance Manager;
- l) Reports disciplinary problems and measures taken to the EQMM Deputy Director and Administrative & Finance Manager; and
- m) Liaises regularly with the LGBT Network Advisory Board and Working Committee on the evolving needs of the network and Colors Rainbow's role.

4 For coordinating the programme which includes:

- a) Network consolidation: Ensures regular contact with LGBT Network members and coordination / organisation of planned network meetings (including facilitation of strengthening the current structure) in consultation with LGBT Network Advisory Board and Working Committee;
- b) Research Project: coordinates collection of additional research cases; collection of court data; and drafting of additional sections by network resource persons in consultation with EQMM Deputy Director and Development Officer;
- c) Capacity building for LGBT network members: Coordinates the organisation of capacity building of LGBT Network members in advocacy and human rights violation documentation;
- d) Events: Coordinates the organisation of IDAHO and TDoR events in targeted locations in collaboration with Advocacy Coordinator;
- e) Advocacy Campaign: Organizes and coordinates exposure trip to Nay Pyi Taw for network delegation; dialogue meetings with the NHRC; and other related tasks as agreed by the LGBT Network members at network meetings and through the Working Committee;
- f) Advocacy and initiatives in regions: Oversees that initiatives agreed on in LGBT Network meetings and in the Working Committee are initiated by regional focal points, and that information is shared between the regional focal points and the Working Committee on a regular basis with support from the Advocacy Coordinator;

- g) International Advocacy Events: Coordinates the participation of LGBT Network members in regional and international conferences and events (e.g. ILGA conference; ASEAN events; etc.) in collaboration with the Advocacy Coordinator;
- h) Colors Rainbow Website and Other Educational Resources: Supports the Coordinators responsible for the continuous production of CR website and other IEC materials production (such as TV program, music album, MTV album, magazines, etc) and helps in facilitating networking and agreements of collaboration with relevant institutions, groups and other organizations; and
- i) Monitoring & Evaluation: Maintains a log of key success stories and challenges with input from the program/project team, and taking part in monitoring and evaluation missions to project/program implementation areas.

5. **For facilitating or identifying project resource persons which includes:**

- a) Co-organizes and facilitates trainings, workshops, community events and discussion forums on LGBT rights e.g. advocacy and documentation training; identify or act as resource person for the HR trainings on LGBT Rights in training centres in Yangon and Mandalay in cooperation with the HRE Program Officer; and other relevant trainings, seminars or workshops during the contract period.

6. **For networking and community support of the project which includes:**

- a) Reviews training requests from other organizations and assigns identify resource persons through LGBT Network and / or the EQMM HRE programme;
- b) Attends NGO/CBO collaboration events/meetings;
- c) Updates Colors Rainbow staff, LGBT Network and EQMM management team on community developments;
- d) Identifies and discusses opportunities for collaboration with interested parties;
- e) Solicits feedback from the community, noting challenges and successes to LGBT Network structure; and
- f) Collaborates with national and international partner organizations to maximize the impact of programme and network activities.

7. **For financial management which includes:**

- a) Monitors project activities budgets;
- b) Verifies advance requests, expense reports, and finance follow up forms prepared by Finance & Administrative Coordinator on a monthly basis;
- c) Authorizes bank withdraw from CR project joint account based on payment requirement of approved advance requests;
- d) Oversees prudent/safe cash management by the Finance & Administrative Coordinator (including monthly cash count) and report any anomalies to the EQMM Finance & Administrative Manager;
- e) Oversees monthly advance request and expense reports are submitted on schedules by the Finance & Administrative Coordinator;
- f) Ensures that the Finance & Administrative Coordinator and project/program coordinators are managing project activities and office operations in accordance with approved budgets and report any major deviances immediately to the EQMM Finance & Administrative Manager;
- g) Provides inputs to the EQMM S/J Finance Officers or Administrative & Finance Manager for donor financial reports and follow up questions, and to the EQMM Deputy Director and Development Officer for donor narrative reports and follow up questions;

8. For reporting on the project which includes:

- a) Ensures that narrative reports are submitted to EQMM Deputy Director and Development Officer maximum ten days after completion of each activity, including the following relevant supporting documents: photographs of the activity; pre/post test results and analysis; meeting minutes/notes; participant profiles for each activity; evaluation forms; participant feedback;
- b) Ensures that financial reports are submitted to EQMM Finance Team each month or maximum ten days after completion of each activity, including relevant supporting documents: receipts—following EQMM finance policies & procedures; and ledger(s), ensuring that the total amount of receipts adds up to the total amount in the ledger; and
- c) Compiles first draft of narrative reporting on EQMM / Colors Rainbow grant agreements and submit to EQMM Development Office and Deputy Director in accordance with donor requirements and deadlines.

9. For organization management which includes:

- a) Acts a representative role of EQMM management team;
- b) Attends regular management team meetings, or calls a meeting as required; and
- c) Provides inputs prior to management issues within a senior management team.

10. For other organizational tasks that may be assigned from time to time.

Administrative Responsibilities:

- 1. To report to an EQMM/Colors Rainbow office or approved work site for a minimum at least 7 hours/ day and 5 days/ week (35 hours a week);
- 2. To supervise directly to three coordinators in the organizations: Advocacy Coordinator, Program Coordinator, and Media & Communication Coordinator; and mentoring to the Finance & Administrative Coordinator;
- 3. To follow the Code of Ethics, Human Resources Policies & Procedures Manual; Financial Policies and Procedures Manual ; and other operations manuals of the organization;
- 4. To work under the immediate supervision of the EQMM Deputy Director/Program Manager; and
- 5. To participate in other administrative, staff and organizational meetings as required.

Qualifications:

- 1. Education: Minimum BA in development related field or equivalent degree;
- 2. Experience: Minimum of three (5) years working with human rights NGO and LGBT fields or comparable relevant experience; Knowledge of Burma and an understanding of the current political situation; and
- 3. Skills: Supervisory skills; Microsoft Office Suite (Word, Excel, Power Point etc.); Intermediate English and Burmese language proficiency.

Compensations:

1. <u>Salary Scale</u> – Monthly Salary of xxxx MMK per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance.
2. <u>Other Benefits</u> – Basic health care insurance is covered subject to available organizational donor funding and social benefit policy.
3. <u>Professional Development</u> - (a) Opportunity to attend EQMM/Colors Rainbow’s human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

Position Title:	Administrative & Logistic Coordinator
Report to:	Administrative & Finance Manager
Grade Level:	Level 4
Duty Station:	Yangon

Organizational Responsibilities:

1. **For the day-to-day administrative management operations which includes: finance, human resources, donor/other organizations , administration and other services:**

Finance

Manages the ongoing administrative expenses of the Equality Myanmar Yangon office as approved by the administrative and finance manager;

Prepares the monthly ‘**advance request**’ and ‘**expense report**’ for the administrative operations of the Equality Myanmar Yangon office, and submits to the administrative and finance manager for verification before submission to the finance department;

Prepares the monthly ‘**advance request**’ and ‘**expense report**’ for the office ‘other income’ account e.g.: honorariums, copying, training center rent, projector & office equipment rent, etc of the Equality Myanmar Yangon office, and submits to the administrative and finance manager for verification before submission to the finance team;

Manages Yangon office’s assets register and labeling which prepared by the administrative & logistic assistant; and

Checks Yangon office’s assets lists record which prepares by the administrative & logistic assistant, and reports bi monthly to the administrative & finance manager for verification;

Administration

Arranges the local, regional, and international travel of staff members, others related to organizational funding agencies, resource persons or training participants i.e. air ticket, visa, invitation letter, local transportation, etc;

Manages the operational needs of the office i.e. ordering office supplies, maintenance of fixtures, supervision of office housekeeping, paying of service provider bills, etc;

Maintains and organizes the project files including electronic and paper copies and ensures that the filing systems are maintained and up-to-date;

Checks supplies stock weekly to determine inventory levels;

Supervises the allocation and distribution of publications in the office publication store room; and checks and monitors the distribution records which prepared by the administrative & logistic assistant, then submits to the administrative & finance manager for verification;

Checks daily the office email account, faxes, mailed post and telephone messages; and respond to/or forwards to the appropriate staff member;

Answers incoming telephone calls and takes/records messages for staff members when they are unavailable;

Prepares internal and external office announcements and communications;

Serves as Equality Myanmar Yangon office receptionist for guests of the organization, and supervises the other headquarter Yangon administrative office staff by assigning and monitoring clerical and secretarial functions; and

Manages and monitors the use of office properties i.e. telephone, motorbike (if necessary), van (if necessary), computers & other equipments;

Human Resources

Monitors the electronic and manual staff attendance log in/out, checks monthly reports which prepared by the administrative & logistic assistant, then submits to the administrative & finance manager for verification on the numbers of hours worked by each staff;

Maintains and organizes the organization's human resource files and ensures that the filing systems are up-to-date and secure;

Compiles '**leave application**' forms to pass on to the administrative & finance manager for approval, and prepares the monthly '**leave summary**' report on leave days taken by each staff member for the administrative & finance manager;

Updates daily the Equality Myanmar Yangon office notice board to describe staff location;

Monitors and records Equality Myanmar Yangon office long distance/international telephone calls;

Facilitates visa/work permit for volunteers and international resources person and staff member's emergency health situation such as accidents, and hospitalized illness especially by assisting with health care reimbursement procedures;

Announces monthly by email each staff member's work calendar, reports to the staff supervisor for outstanding work calendar submission, and maintains the summarize monthly activities calendar for all programs/project or departments based in Yangon office; and

Maintains and monitors office rules under the supervision of the administrative & finance manager, and reports on disciplinary problems/issues to the administrative & finance manager and disciplinary measures taken;

Donors/Other Organizations

Maintains up-to-date donor, other agency and Burma based organization contact lists;

Liaises with local authorities, other agencies and Burma based agencies and organization on administrative matters; and

Attends local Burma NGO/CBO collaboration events/meetings to build good relationship with partner organizations, and updates to the administrative & finance manager accordingly.

Other

Organizes and documents monthly Equality Myanmar – Yangon staff meetings, takes meeting minutes, and communicates the outcomes and decisions to staff;

Supervises the administrative & logistic assistant (Yangon) in the maintenance of the Equality Myanmar – Yangon library (recording books and keeping an inventory) and assists staff in their search for specific publications; and

Provides other organizational tasks that may be assigned from time to time.

2. For the day-to-day logistic operations:

Participates in monthly and weekly planning meetings with program/project teams based in Yangon to agree on logistic operations management, and reports monthly logistic schedules to the administrative & finance manager for a review;

Develops and disseminates training application materials in consultation with the officers/coordinators of project/program teams under the supervision of the administrative & finance manager;

Provides logistical assistance for meetings, conferences, seminars, workshops, trainings, events or campaigns organized by Equality Myanmar – Yangon and delegates to the administrative & logistic

<p>assistant (Yangon) as required;</p> <p>Develops the updated vendor quotes for logistic matters (i.e. hotel, training hall, press, flight tickets (domestic and international), etc); and</p> <p>Supervises the administrative & logistic assistant (Yangon) in scheduling and arranging transportation for resource persons and other logistic operations.</p>	
<u>Administrative Responsibilities:</u>	
1. To report to an HREIB office or approved work site for a minimum at least 7 hours/ day and 5 days/ week (35 hours a week);	
2. To follow the Code of Ethics, <u>Human Resources Policies & Procedures Manual</u> ; <u>Financial Policies and Procedures Manual</u> ; and other operations manuals of the organization;	
3. To work under the immediate supervision of the administrative & finance manager;	
4. To supervise the Yangon office administrative staffs (administrative & logistic assistant, house keeper, security guard, and general workers) in the operation of the office as team leader; and	
5. To participate in other administrative, staff and organizational meetings as required.	
<u>Qualifications:</u>	
1. <u>Education</u> – BA in administration or equivalent degree or diploma;	
2. <u>Experience</u> – Minimum of three (3) years in office administrative fields;	
3. <u>Skills</u> – Supervisory skills; Microsoft Office suite (Word, Excel, Power Point); Intermediate English, and Burmese languages proficiency	
<u>Compensations:</u>	
1. <u>Salary Scale</u> – Monthly Salary of Myanmar Kyat xxxx per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance.	
2. <u>Other Benefits</u> – Basic health care insurance is covered subject to available organizational donor funding and social benefit policy.	
3. <u>Professional Development</u> - (a) Opportunity to attend EQMM’s human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.	

Position Title:	Administrative Coordinator
Grade Level:	Level 4
Report to:	Administrative & Finance Manager

Organizational Responsibilities:

1. **For the day-to-day administrative and financial management of operations which includes: finance, human resources, administration and other services:**

Administration

Supervises the arrangement of local, regional and international travel plans for staff, and other related organizational funding agencies. resource persons or training participants, including air tickets, visas, invitation letters, and local transportation;

Supervises the HREIB foundation and Chiang Mai office administrative files and filing systems including electronic and hard copies i.e. Chiang Mai office lease contract, HREIB foundation reports etc., and ensures that they are maintained and up-to-date;

Supervises the operational needs of the Chiang Mai office, including the ordering of office supplies; the maintenance of office equipment; office housekeeping and security; paying of bills etc.;

Monitors the use of Chiang Mai office properties including: telephones, computers & other equipments;

Supervises the Chiang Mai office inventory of materials and verifies '[Capital Equipment List \(Assets Register\)](#)' records prepared by the finance & administrative assistant (CM) then reports it bi monthly to the administrative & finance manager;

Supervises the Chiang Mai office stock and distribution list of publications prepared by the finance & administrative assistant (CM), verifies them and reports bi monthly to the administrative & finance manager; and

Prepares monthly Chiang Mai team schedules before the 2nd of every month, and submits it to the administrative & finance manager.

Human Resources

Checks the Chiang Mai office staff attendance log book prepared by the finance & administrative assistant (CM), and reports monthly to the administrative & finance manager on the numbers of hours worked by each staff;

Checks staff leave, and reports monthly to the administrative & finance manager on leave days taken by each staff;

Facilitates visa/work permits and health insurance arrangements for each Chiang Mai based staff;

Maintains and monitors Chiang Mai office rules, and reports disciplinary problems and measures taken

to the administrative & finance manager;

Makes Chiang Mai office staff announcements; and

Supervises the finance & administrative assistant (CM) by assigning and monitoring Chiang Mai office clerical and secretarial functions.

Finance

Maintains the main organization bank account as well as each joint project bank accounts records located in Thailand in jointly responsibility with the finance & administrative assistant (CM);

Checks to withdraw funds from project bank accounts which prepared by the finance & administrative assistant to make sure whether it's authorized by the senior finance officer;

Conducts cash count along with cash count form verification which is prepared by the finance & administrative assistant (CM);

Prepares monthly advance request and expense report for Chiang Mai office operations then submits it to the administrative & finance manager (YGN) for verification; and

Manages of the ongoing of Chiang Mai office administrative expenses.

2. For providing Thailand based operational logistics:

Supervises the logistical assistance for a variety of work activities including trainings, workshops, internships, forums, advocacy campaigns, meetings, conferences, press communications and documentation works.

3. For providing Thailand based donor /other organization coordination:

Liaises with local Thai government authorities, other agencies and organizations on HREIB foundation or Thai based project administrative matters;

Attends Thai NGO/CBO collaboration events/meetings to build good relationships with partner organizations, and updates as necessary the administrative & finance manager; and

Provides other organizational tasks that may be assigned from time to time.

Administrative Responsibilities:

1. To report to an HREIB office or approved work site for a minimum at least 7 hours/ day and 2.5 days/ week (17.5 hours a week);

2. To follow the Code of Ethics, Human Resources Policies & Procedures Manual; Financial Policies and Procedures Manual ; and other operations manuals of the organization;

3. To work under the immediate supervision of the administrative & finance manager (YGN);

4. To supervise the finance & administrative assistant (CM) as team leader; and

5. To participate in other administrative, staff and organizational meetings as required.

Qualifications:	
1. <u>Education</u> – BA in administration or equivalent degree or diploma;	
2. <u>Experience</u> – Minimum of three (3) years in office administration fields;	
3. <u>Skills</u> – Supervisory Skills, Microsoft Office suite (Word, Excel, Power Point); Intermediate English, and Thai language proficiency;	
Compensations:	
1. <u>Salary Scale</u> – Monthly Salary of Thai Baht xxx with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance.	
2. <u>Other Benefits</u> – Basic health care insurance is covered subject to available organizational donor funding and social benefit policies.	
3. <u>Professional Development</u> - (a) Opportunity to attend EQMM’s human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.	

Position Title	Finance & Administrative Coordinator
Grade Level:	Level 4
Report to:	Junior Finance Officer and Finance & Administrative Manager
Duty Station:	Mandalay

Organizational Responsibilities:

1. For the day-to-day administrative management of operations which includes: human resources, administration and other services:

Administration

Arranges local, regional, and international travel plans for EM Mandalay staff, partner organizations, resource persons, training participants or others, including air tickets, visa, invitation letters, and local transportation;

Manages the operational needs of the EM Mandalay office, including ordering office supplies, maintenance of office equipment, supervision of office housekeeping, paying of bills, etc;

Supervises the allocation and distribution of publications in the office publication store room; and checks and monitors the distribution records which prepared by the administrative & logistic assistant, then submits to the administrative & finance manager for verification;

Checks on a daily basis the EM Mandalay office email account, post, fax, and other communications and passes information on to the trainer teams;

Answers telephone calls, records messages for unavailable team members, and monitors/ records long distance/ international telephone calls;

Maintains photo bank of documents referred by EM Mandalay trainers;

Administers EM Mandalay office/center Face Book account and updates the center's activity news as provided by the EM Mandalay trainer coordinator;

Manages and monitors the use of EM Mandalay office properties e.g. telephones, motorbikes, computers & other equipments;

Manages Mandalay office's assets register and labeling which prepared by the administrative & logistic assistant; and

Maintains Mandalay office's assets list records and reports bi monthly to the administrative & finance manager.

Human Resources

Monitors EM Mandalay office staff attendance log book, and reports monthly to the administrative and finance manager on the numbers of hours worked by each staff;

Compiles staff '**leave application**' forms to pass on to the administrative & finance manager for approval in accordance with HREIB's leave policy, and provides response to each staff;

Monitors staff leave, and reports monthly to the administrative and finance manager on leave days taken by each staff;

Maintains and monitors EM Mandalay office rules, and reports disciplinary problems and measures taken in coordination with EM Mandalay trainer coordinator and submits these to the administrative and finance manager;

Facilitates visa/work permit for volunteers and international resources person and staff member's emergency health situation such as accidents, and hospitalized illness especially by assisting with health care reimbursement procedures;

Announces monthly by email each staff member's work calendar, reports to the staff supervisor for outstanding work calendar submission, and maintains the summarize monthly activities calendar for all programs/project or departments based in Mandalay office to be able to visible to all Mandalay based staff; and

Checks on a weekly basis EM Mandalay office stock of supplies to determine inventory levels.

2. For the day-to-day financial management of operations:

- a) Prepares EM Mandalay advance requests related to projects and office operations to be verified by trainer coordinator, and submits to junior finance officer for approval;
- b) Transfers/pays sub advance payment or cash advances to the EM Mandalay project staff or local organizers;
- c) Acknowledges receipt of advance payments and EM Mandalay staff salary along with supporting documents to the junior finance officer in Yangon;
- d) Withdraws funds for project activities from the EM Mandalay joint project bank account based on payments requirement of approved advances after authorization by the trainer coordinator, and maintains bank account transaction records by completing monthly the '**bank book – manual**' form statement, and then submits it monthly to the junior finance officer along with a scan copy of project bank book;
- e) Maintains project bank accounts in the securely locked EM Mandalay office safe box which is overseen jointly with the EM Mandalay trainer coordinator;
- f) Supervises the EM Mandalay based projects and administrative cash advance management and maintains office petty cash in a locked safe box; the safe box operation function is overseen jointly with the finance & administrative coordinator and the EM Mandalay trainer coordinator;
- g) Maintains a detailed record of all cash added to and disbursed from EM Mandalay office petty cash;
- h) Conducts a weekly cash count and monthly reconciles the petty cash book in the '**cash book**' form together with a '**cash count**' form; and monthly submits these reports to the junior finance officer for verification;
- i) Classifies Mandalay project expenditure activity and expenses under the supervision of the junior finance officer;
- j) Prepares payment voucher cover sheets in English for each expenditure of Mandalay projects for data entry into the computerized accounting system; and submits these payment voucher cover sheets monthly to the junior finance officer;
- k) Manages Mandalay financial reports together with the expenditures balance sheet related to trainings and office operations, and submits by the 15th of each month with supporting documentation, after verification by Mandalay trainer coordinator to the junior finance officer;
- l) Maintains Mandalay office record keeping system for finance and administrative files and ensures that all files are kept organized and in good condition; and
- m) Follows the organization's Financial Policies and Procedures Manual in all work related responsibilities.

3. For providing training logistics:

<ul style="list-style-type: none"> a) Participates in monthly and weekly planning meetings with Mandalay based project team to agree on logistic and financial operations; b) Develops and disseminates training application materials in consultation with trainer coordinator; c) Provides logistics assistance for meetings, conferences, seminars, workshops, trainings, events or campaigns organized by Mandalay based project team such as scheduling resource person, food, etc; d) Communicates with participants and responds to questions about activities in consultation with trainer coordinator; e) Serves as the focal person with the headquarter office for the EQMM Mandalay office finance, administration and logistical issues; and f) Supervises the administrative & logistic assistant (Mandalay) in scheduling and arranging transportation for resource persons and other logistic operations.
4. <u>Any other organizational tasks that may be assigned from time to time.</u>
<u>Administrative Responsibilities:</u>
1. To report to an HREIB office or approved work site for a minimum at least 7 hours/ day and 5 days/ week (35 hours a week);
2. To follow the Code of Ethics, <u>Human Resources Policies & Procedures Manual</u> ; <u>Financial Policies and Procedures Manual</u> ; and other operations manuals of the organization;
3. To work under the immediate supervision of the junior finance officer for financial management operations and the administrative & finance manager for administrative and logistics management operations;
4. To supervise the Mandalay office administrative staffs (administrative & logistic assistant and House Keeper) in the operation of the office as team leader; and
5. To participate in other administrative, staff and organizational meetings as required.
<u>Qualifications:</u>
1. <u>Education</u> – BA or diploma in Accounting, or Administration or equivalent degree;
2. <u>Experience</u> – Minimum of three (3) years in accounting and office administration fields;
3. <u>Skills</u> – Supervisory skills, Microsoft Office suite (Word, Excel, Power Point); Accounting tools (Excel and Quick book), Intermediate English, and Burmese language proficiency
<u>Compensations:</u>
1. <u>Salary Scale</u> – Monthly Salary of Myanmar Kyat xxxx per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance.
2. <u>Other Benefits</u> – Basic health care is covered subject to available organizational donor funding and social benefit policy.
3. <u>Professional Development</u> - (a) Opportunity to attend EQMM’s human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights

NGOs and other human rights institutions and networks at national, regional and international levels.

Position Title:	Finance & Administrative Coordinator – Colors Rainbow
Grade Level:	Level 4
Report to:	Senior Finance Officer and Administrative & Finance Manager
Duty Station:	Yangon
Organizational Responsibilities:	
1. <u>For the day-to-day administrative management of operations which includes: human resources, administration and other services:</u>	
<u>Administration</u>	
Arranges local, regional, and international travel plans for CRB Yangon staff, partner organizations, resource persons, training participants or others, including air tickets, visa, invitation letters, and local transportation;	
Manages the operational needs of the CRB Yangon office, including ordering office supplies, maintenance of office equipment, supervision of office housekeeping, paying of bills, etc.;	
Supervises the CRB Yangon office stock of publications, keeps them organized, and maintains an up-to-date distribution list for the program officer (CRB) and/or coordinators (CRB);	
Checks on a weekly basis the stock of supplies to determine inventory levels;	
Checks on a daily basis the CRB Yangon office email account, post, fax, and other communications and passes information on to the program officer (CRB) or other relevant staff;	
Answers telephone calls, records messages for unavailable team members, and monitors/ records long distance/ international telephone calls;	
Maintains office ‘ assets list ’s record, and reports every second month to both the program officer (CRB) and the administrative & finance manager;	
Supervises and organizes the documentation of monthly and / or weekly internal meetings and external meeting schedules; and	
Manages and monitors the use of office properties e.g. telephones, motorbikes, computers & other equipments.	
<u>Human Resources</u>	

Maintains and organizes the CRB staff human resource files and ensures that the filing systems are up-to-date and secure;

Monitors the CRB Yangon office staff attendance log book, and reports monthly to the administrative and finance manager on the numbers of hours worked by each staff;

Updates daily staff location and other important issues and schedules on the CRB Yangon office notice wall;

Compiles staff 'leave application' forms to pass on to the program officer (to the administrative & finance manager for leave without pay application) for approval in accordance with HREIB/CRB's leave policy, and provides response to each staff;

Monitors staff leave, and monthly reports to both program officer and administrative and finance manager on leave days taken by each CRB staff;

Maintains and monitors CRB Yangon office rules, and reports disciplinary problems and measures taken to the administrative and finance manager;

Makes monthly announcements on CRB staff individual work calendar and maintain summarize monthly calendar of activities to be able to visible for all staff;

Facilitates visa/work permit for CRB Yangon volunteers when necessary and health insurance arrangements for each staff; and

Supervises the administrative & logistics assistant by assigning and monitoring clerical and secretarial functions.

Donors/Other Organization

Maintains up-to-date donor and other agency/ organization contact lists;

Liaises with local authorities, other agencies and organizations on administrative matters; and

Attends NGO/CBO collaboration events/meetings to build good relationships with partner organizations as assigned by the program officer (CRB).

2. For the day-to-day financial management of operations:

Prepares advance requests related to CRB project activities and office operations to be verified by the program officer, and submits to the senior finance officer for approval;

Transfers/pays sub advance payment or cash advances to the CRB project staff or local organizers;

Acknowledges receipt of bank transfer advance payments and CRB staff salary along with supporting documents to the senior finance officer in Yangon;

Pay monthly salary to CRB staff members under supervision of the senior finance officer;

Withdraws funds for project activities based on payments requirement of approved advances from the CRB joint project bank account after authorization by the program officer (CRB), and maintains CRB bank account transaction records by completing monthly the '**bank book- manual**' form, and then submits it to the senior finance officer along with a scanned copy of the project bank book;

Maintains project bank accounts in the securely locked CRB Yangon office safe box which is overseen jointly with the program officer (CRB);

Supervises the CRB based projects and administrative cash advance management and maintains CRB office petty cash in a locked safe box; the safe box operation function is overseen jointly with the program officer (CRB);

Maintains a detailed record of all cash added to and disbursed from the CRB office petty cash;

Conducts a weekly cash count and monthly reconciles the petty cash book in the '**cash book**' form together with a '**cash count**' form; and monthly submits these reports to the senior finance officer for verification;

Conducts a monthly reconciles the bank transactions in the 'bank book' form; and monthly submits these reports to the senior finance officer for verification;

Classifies CRB project expenditure activity and expenses under the supervision of the senior finance officer;

Prepares payment voucher cover sheets in English for each CRB project expenditure for data entry into the computerized accounting system; and submits these payment voucher cover sheets monthly to the senior finance officer;

Manages financial reports together with expenditure balance sheets related to CRB project activities and office operations, and submits by the 15th of each month with supporting documentation, and after verification by the program officer (CRB), to the senior finance officer;

Prepares CRB program budgeting upon request in consultation with program officer (CRB) and the administrative & finance manager;

Provides financial management trainings or workshops to networks members when necessary;

Maintains the CRB record keeping system for finance and administrative files and ensures that all files are kept organized and in good condition; and

Follows the organization's Financial Policies and Procedures Manual in all work related responsibilities.

3. **For providing training logistics:**

Participates in monthly and weekly planning meetings with trainer team to agree on logistic and financial

<p>matters related to project activities;</p> <p>Supervises the administrative & logistics assistant in developing and disseminating training application materials in consultation with program officer (CRB);</p> <p>Supervises the administrative & logistic assistant (CRB) in maintaining the filing system related to project logistic matters; and</p> <p>Supervises logistical assistance for meetings, conferences, seminars, workshops, trainings, events or campaigns organized by Colors Rainbow.</p>
<p>4. <u>Any other organizational tasks that may be assigned from time to time.</u></p>
<p><u>Administrative Responsibilities:</u></p> <ol style="list-style-type: none"> 1. To report to an HREIB/CRB office or approved work site for a minimum at least 7 hours/ day and 5 days/ week (35 hours a week); 2. To follow the Code of Ethics, <u>Human Resources Policies & Procedures Manual</u>; <u>Financial Policies and Procedures Manual</u> ; and other operations manuals of the organization; 3. To work under the immediate supervision of the senior finance officer for financial management operations and the administrative & finance manager for administrative and logistics management operations; 4. To supervise the administrative & logistic assistant (CRB); and 5. To participate in other administrative, staff and organizational meetings as required.
<p><u>Qualifications:</u></p> <ol style="list-style-type: none"> 1. <u>Education</u> – BA or diploma in Accounting, or Administration or equivalent degree; 2. <u>Experience</u> – Minimum of three (3) years; 3. <u>Skills</u> – Microsoft Office suite (Word, Excel, Power Point); Accounting tools (Excel and Quick book), Intermediate English, and Burmese language proficiency
<p><u>Compensations:</u></p> <ol style="list-style-type: none"> 1. <u>Salary Scale</u> – Monthly Salary of Myanmar Kyat xxxx per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance. 2. <u>Other Benefits</u> – Basic health care insurance is covered subject to available organizational donor funding and social benefit policy. 3. <u>Professional Development</u> - (a) Opportunity to attend EQMM’s human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

Position Title: Grade Level: Report to: Duty Station:	Program Coordinator Level 4 Program Officer Yangon
Organizational Responsibilities: <ol style="list-style-type: none"> <u>1. Programme Coordinating includes:</u> <ol style="list-style-type: none"> Coordinates for developing detailed work plans together with Colors Rainbow Programme Officer, Advocacy Coordinator and Finance & Administrative Coordinator; Coordinates with supervisor and Myanmar LGBT Rights Network members to ensure effective implementation of program activities; Attends meetings together with Programme Officer and/or Advocacy Coordinator to ensure effective collaboration with other organizations; Coordinates with supervisor for implementation of programme undertaken by Colors Rainbow such as research project, network activities and Rainbow media; Assists in report writing, proposal writing/designing and programme monitoring and evaluation; Coordinates in organizing of meetings, campaigns and events to ensure effective dissemination of message to the targeted communities; Assists in Project planning such as review of project proposals, develop work plan and budget plan with supervisor; Assists and coordinates trainings, collaboration meetings with government/non-government stakeholders, and regional/international organizations; and Assists in timely supporting of program activity reports and donor reports. <u>2. Colors Rainbow social network management which includes:</u> <ol style="list-style-type: none"> Keeps the social network active by updating news, articles, reports and organizational LGBT multimedia productions; Presents LGBT program messages to the public with particular attention given to communicating information about LGBT program goals and objectives; Coordinates with the Colors Rainbow program team to ensure activities are well reflected on the website; Reviews external/internal comments and undertake data analysis; and Submits summary narrative reports about social network management to Programme Officer on a monthly basis. <u>3. Maintains strong and smooth relationship with LGBT Rights Network members and participate in organizational activities under the supervision of the Programme Officer.</u> <u>4. Performs assigned other organizational tasks when needed.</u> 	
<u>Administrative Responsibilities:</u> <ol style="list-style-type: none"> To report to an office or approved work site for a minimum of seven(7) hours/ day and 5 days/ week (35 hours a week); 	

<ol style="list-style-type: none"> 2. To follow the Code of Ethics, <u>Human Resources Policies & Procedures Manual</u>; <u>Financial Policies & Procedures Manual</u> ; and other operations manuals of the organization; 3. To work under the immediate supervision of the Programme Officer; and 4. To participate in other administrative, staff and organizational meetings as required.
<p><u>Qualifications:</u></p> <ol style="list-style-type: none"> 1. <u>Education</u>: Minimum BA or equivalent degree 2. <u>Experience</u>: Minimum of two (3) years working experiences with LGBT community 3. <u>Skills</u>: Computer literate; Microsoft Office Suite (Word, Photoshop, Power Point etc); 4. <u>Language</u> - Basic English, and Burmese language proficiency
<p><u>Compensations:</u></p> <ol style="list-style-type: none"> 1. <u>Salary Scale</u> – Monthly Salary of xxxx MMK per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance. 2. <u>Other Benefits</u> – Basic health care insurance is covered subject to available organizational donor funding and social benefit policy. 3. <u>Professional Development</u> - (a) Opportunity to attend EQMM/Colors Rainbow’s human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

<p>Position Title:</p> <p>Grade Level:</p> <p>Report to:</p> <p>Duty Station:</p>	<p>Media & Communication Coordinator</p> <p>Level 4</p> <p>Program Officer</p> <p>Yangon</p>
<p>Organizational Responsibilities:</p> <ol style="list-style-type: none"> 1. <u>Colors Rainbow Magazine production which includes:</u> <ol style="list-style-type: none"> a) Plans, manages, implements, reviews and redesigns Colors Rainbow magazine (quarterly and annually) in timely manner; b) Ensures the effective implementation of planned magazine production which include collecting news and articles, write articles, English-Burmese translating, interview arrangement under the supervision of Program Officer; c) Collaborates with writers and collect articles, ensure dissemination of correct information to targeted community to meet the organization goals; d) Undertakes publishing process i.e., proof reading, layout designing, coordinate with press, with 	

Colors Rainbow team under the supervision of Program Officer;

- e) Distributes the magazine to target communities within 7 days after magazine publication; and collaborates with the administrative & logistic assistant for stock and distribution list;
- f) Keeps record of stock and submit report to Administrative & Finance Coordinator and Program Officer within 7 days after every publication;
- g) Collects feedbacks from the readers and takes necessary actions under the supervision of Program Officer for the programme development;
- h) Conducts a monthly meeting with the Finance & Administrative Coordinator and Program Officer for budget planning;
- i) Submits financial report to Finance & Administrative Coordinator within (7) days of completion of each magazine together with relevant supporting documents i.e., actual receipts which are in line with the organization's financial policy, and an account ledger which balances the total amount of receipts to the total amount in the ledger; and
- j) Submits a narrative report per magazine volume to the Program Officer within 15 days after production.

2. Colors Rainbow Website Management which includes:

- a) Plans, manages, implements, reviews and redesigns Colors Rainbow website (quarterly and annually) in timely manner;
- b) Maintains the website and keeps the website active and updated in line with Colors Rainbow magazine publications;
- c) Coordinates with staff members to ensure all the organization and network activities are well-reflected on the website;
- d) Reviews external/internal comments and undertake data analysis;
- e) Protects website against security risks/hacking;
- f) Develops and implements a communication strategy to increase and maintain Colors Rainbow's public visibility;
- g) Collaborates with EQMM Web & IT coordinator to ensure Colors Rainbow website management; and
- h) Prepares and submits monthly report to the Programme Officer at the 15th of every month.

3. Maintains strong and smooth relationship with LGBT Rights Network members and participate in organizational activities under the supervision of the Programme Officer.

4. Performs assigned other organizational tasks when needed.

Administrative Responsibilities:

- 1. To report to an office or approved work site for a minimum of seven(7) hours/ day and 5 days/ week (35 hours a week);
- 2. To follow the Code of Ethics, Human Resources Policies & Procedures Manual; Financial Policies & Procedures Manual ; and other operations manuals of the organization;
- 3. To work under the immediate supervision of the Programme Officer; and
- 4. To participate in other administrative, staff and organizational meetings as required.

Qualifications:

1. **Education:** Minimum BA or equivalent degree
2. **Experience:** Minimum of two (3) years working experiences with LGBT community
3. **Skills:** Microsoft Office Suite (Word, Photoshop, Power Point etc); Graphic Design, Internet Security
4. **Language** - Basic English, and Burmese language proficiency

Compensations:

1. **Salary Scale** – Monthly Salary of xxxx MMK per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance.
2. **Other Benefits** – Basic health care insurance is covered subject to available organizational donor funding and social benefit policy.
3. **Professional Development** - (a) Opportunity to attend EQMM/Colors Rainbow's human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

Position Title:**Network Coordinator****Grade Level:****Level 4****Report to:****Program Officer****Duty Station:****Yangon****Organizational Responsibilities:****1. Programme advocacy and network coordination which includes:**

- a) Plan, manage and implement activities to ensure to meet organization goals in timely manner;
- b) Participate in organizational monthly and weekly planning meetings upon logistic and financial matters relating to organizational and programme activities;
- c) Ensure policy and project implementation guidance and direction on advocacy related issues from the LGBT Network Advisory Board and Working Committee is effectively communicated and implemented through liaising with the regional focal points and LGBT Network members collaborating with the Colors Rainbow Programme Officer;
- d) Ensure effective implementation of network action plan and provides inputs to strengthen network as a whole under supervision of Colors Rainbow Programme Officer;
- e) Maintain good relationship and regular contact with LGBT Network members and organizations to meet the targets in timely manner;
- f) Serve as a focal contact person of LGBT Rights Network members and provide necessary support to Myanmar LGBT Rights Network members;

- g) Participate in regional and international meetings and conferences representing Burma LGBT Rights Network on its advocacy work collaborating with the Programme Officer;
- h) Attend NGO/CBO collaboration events/meetings to build good relationship and increase visibility of LGBT community under the supervision of Colors Rainbow Programme Officer;
- i) Assist in researching advocacy grant opportunities which match EQMM/Colors Rainbow advocacy goals and specific objectives and assist in fundraising to meet these, in collaboration with the Colors Rainbow Programme Officer, the Advisory Board of the network, the Working Committee and the EQMM Development Officer;
- j) Assist in producing materials related to advocacy grants including narrative progress reports and content for website in collaboration with the Programme Officer and EQMM Development Officer;
- k) Assist in preparing presentations/reports for and meeting with visiting potential and existing donors in collaboration with the Programme Officer;
- l) Liaise with local authorities, other agencies and organizations on advocacy matters; and
- m) Perform any other assigned organizational tasks when needed.

2. Programme management which includes:

- a) Take part in program planning meetings and provide input to advocacy related components;
- b) Take part in meetings with LGBT Rights Network meetings in Advisory Board and Working Committee;
- c) Ensure information sharing and coordination between the different levels in the LGBT Network structure (Advisory Board, Working Committee, regional focal points and the EQMM / CR office) on advocacy related issues and activities;
- d) Supports the development of LGBT Network advocacy strategies and coordinate implementation of agreed activities in collaboration with the Programme Officer and LGBT Rights Network members;
- e) Assists in expanding network and reaching out to more geographical areas
- f) Conduct follow-up visits to network members and organizations in the country and provide inputs to Colors Rainbow and LGBT Rights Network; and
- g) Coordinate with FAC in project (network activities) budget development, monitor budget flow and implementation.

3. Maintain strong and smooth relationship with Myanmar LGBT Rights Network members and participate in organizational activities under the supervision of the Programme Officer.

4. Perform assigned other organizational tasks when needed.

Administrative Responsibilities:

- 1. To report to an office or approved work site for a minimum of seven(7) hours/ day and 5 days/ week (35 hours a week);
- 2. To follow the Code of Ethics, Human Resources Policies & Procedures Manual; Financial Policies & Procedures Manual ; and other operations manuals of the organization;
- 3. To work under the immediate supervision of the Programme Officer; and
- 4. To participate in other administrative, staff and organizational meetings as required.

Qualifications:

- 1. Education: Bachelor or Masters Degree or proven equivalent working experience in advocacy work;
- 2. Experience: Minimum of two (3) years working experiences with LGBT community;
- 3. Skills: Computer literate; Microsoft Office Suite (Word, Photoshop, Power Point etc); Strong reporting

- skill, Strong diplomatic skill, interpersonal skill, MS Office, Internet;
4. Language – Intermediate English, and Burmese language proficiency; and
 5. Values - Committed to respect, protect and promote human rights including LGBT rights.

Compensations:

1. Salary Scale – Monthly Salary of xxxx MMK per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding.
2. Other Benefits – Basic health care insurance is covered subject to available organizational donor funding and social benefit policy.
3. Professional Development - (a) Opportunity to attend EQMM/Colors Rainbow’s human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

Position Title:	Web & IT Coordinator
Grade Level:	Level 4
Report to:	Administrative & Finance Manager
Duty Station:	Yangon
<u>Organizational Responsibilities:</u>	
<u>1. For the design and maintenance of the website which includes:</u> <ol style="list-style-type: none"> a) Uploads new content including relevant news articles, reports and multimedia productions; b) Coordinates with program officers/coordinator(team leaders) to develop EQMM’s activities news to be ensured those are well reflected on the site up to date; c) Reviews website and other social networks design on a regular basis and modifying design when necessary; d) Upgrades the contents are well reflected to EQMM’s structure, policies & procedures, and programs/projects in consultation with EQMM’s management committee; and e) Protects website against security risks/hacking. 	
<u>2. For increasing Equality Myanmar’s online presence and visibility</u> <ol style="list-style-type: none"> a) Manages social networking including Face book, YouTube and Twitter accounts on a daily basis; and b) Coordinates with contact person from Equality Myanmar facebook sites to ensure activities are well organized between main website, facebook and EQMM facebook. 	
<u>3. For developing and implementing a communication strategy to increase and maintain Equality Myanmar’s public visibility.</u>	

4. <u>For presenting Equality Myanmar's messages to the public with particular attention given to communicating information about our mission and vision.</u>
5. <u>For producing and distributing a variety of materials to communicate Equality Myanmar's purpose, activities and accomplishments including: fact sheets, brochures, press releases, articles, news updates and media kits.</u>
6. <u>For assisting with the layout and design of Equality Myanmar's publications.</u>
<p>7. <u>For providing IT support which includes general computer service, server network & dorpbox system management;</u></p> <p>a) <u>General Computer Service</u> – Maintains defined computer equipment and resolving identified technical problems; Checks new computer equipments on arrival and installing as appropriate; Ensures that antivirus software is installed, kept up-to-date and working properly at all computer stations; Liaises with the designated person responsible for the maintenance of the computer inventory; and Liaises with the external supplier for the repair of computer equipment under warranty or maintenance contract.</p> <p>b) <u>Server and Dorpbox network system</u> – set up appropriate HREIB server and dorpbox network system as necessary; Checks network back up logs where appropriate; Knows network infrastructure (cable and patch panels, hubs, switches) and keeping a log of any damage to it; Carry out routine network maintenance tasks; and Keeps a log of all technical faults.</p>
8. <u>Responsible for submitting a monthly narrative summary report for websites & other social sites, and publication production and IT support to the administrative and finance manager.</u>
9. <u>For providing other organizational tasks that may be assigned from time to time.</u>
<p><u>Administrative Responsibilities:</u></p> <p>1. To report to an office or approved work site for a minimum of seven(7) hours/ day and 5 days/ week (35 hours a week);</p>

2. To follow the Code of Ethics, <u>Human Resources Policies & Procedures Manual</u> ; <u>Financial Policies & Procedures Manual</u> ; and other operations manuals of the organization;
3. To work under the immediate supervision of the administrative & finance manager; and
4. To participate in other administrative, staff and organizational meetings as required.
<u>Qualifications:</u>
1. <u>Education</u> – BA in computer or web programming
2. <u>Experience</u> – Minimum of three (3) years
3. <u>Skills</u> – IT and computer skills; Web design and programming skills and knowledgeable on PHP, Java, HTML, Joomla; Intermediate English, and Burmese language proficiency
<u>Compensations:</u>
1. <u>Salary level</u> – Monthly Salary of xxxx MMK per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding.
2. <u>Other Benefit</u> - Basic health care insurance is covered subject to available organizational donor funding and social benefit policy.
3. <u>Professional development</u> – (a) Opportunity to attend EQMM’s human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

Position Title	Project Coordinator – Rays of Rainbow
Grade Level:	Level 4
Report to:	Development Officer
Duty Station:	Kawthaung, Myanmar
Organizational Responsibilities:	
1. <u>For planning of the project which includes:</u> <ol style="list-style-type: none"> Familiarizes with the “Human Rights for LGBT- Persons in Burma” project; Reviews the LGBT Rights Projects in Rays of Rainbow; Plans the strategy and project design of the LGBT Rights Projects in Rays of Rainbow; and Discusses the projects with ROR’s board and management, HREIB’s management, and HREIB’s LGBT rights program officer. 	
2. <u>For supervising the project and team which includes:</u> <ol style="list-style-type: none"> Monitors project team members’ and consultants’ on a daily basis - team includes: peer educators, local 	

<p>organizers, and Rays of Rainbow project& administrative team;</p> <p>b) Submits monthly individual work schedules by using Google calendar before the 2nd of every month, and updating daily activity at the end of every working day;</p> <p>c) Leads weekly team meetings;</p> <p>d) Monitors ROR team member's daily tasks;</p> <p>e) Reviews and reporting disciplinary problems and measures taken to jointly HREIB's Management and ROR's board and management; and</p> <p>f) Makes decisions on division of responsibilities and instruct ROR team members where there might be conflicting time schedules or priorities.</p>
<p>3. <u>For facilitating or identifying project resource persons which includes:</u></p> <p>a) Co-organizes and facilitating trainings, workshops, community events and discussion forums on LGBT rights i.e. monthly human rights and LGBT rights training; monthly health discussions on HIVG & STI and safer sex; organizing IDAHO, Coming out day and international human rights day; etc.</p>
<p>4. <u>For networking and community support of the project which includes:</u></p> <p>a) Attends NGO/CBO collaboration events/meetings;</p> <p>b) Updates organization on community developments;</p> <p>c) Identifies and discussing opportunities for collaboration; and</p> <p>d) Solicits feedback and the community, noting challenges and successes.</p>
<p>5. <u>For reporting on the project which includes:</u></p> <p>a) Submits a narrative activity report (NAR) each month which includes relevant supporting documents i.e. photographs of the activity; pre/post test results and analysis; meeting minutes/notes; participant profiles for each activity; evaluation forms; and participant feedback to Development Officer; and</p> <p>b) Submits a midterm and annual summary narrative report (NAR) to Development Officer based on projects reporting deadlines.</p>
<p>6. <u>For day-to-day financial management which includes:</u></p> <p>a) Verifies advance request and expense report on a monthly basis;</p> <p>b) Authorizes each bank withdrawal from project joint bank account based on payment requirement;</p> <p>c) Oversees ROR's financial and cash flow management;</p> <p>d) Plans the annual financial of LGBT Rights Projects in Rays of Rainbow in coordination with ROR's finance staff.</p>
<p>7. <u>For monitoring and evaluation which includes:</u></p> <p>a) Analyzes and summarizing the results of pre- and post- tests for each activity;</p> <p>b) Reviews success stories and challenges, and administering follow up activities if necessary; and</p> <p>c) Monitors ROR team members' capacity and identify opportunity to fill the gaps consulting with HREIB's LGBT Rights Program Officer and HREIB's Management.</p>
<p>8. <u>For other organizational tasks that may be assigned from time to time.</u></p>
<p><u>Administrative Responsibilities:</u></p> <p>1. To report to an HREIB office or approved work site for a minimum at least 7 hours/ day and 5 days/ week (35 hours a week);</p>
<p>2. To follow the Code of Ethics, Human Resources Policies & Procedures Manual; Financial Policies and</p>

Procedures Manual ; and other operations manuals of the organization;
3. To work under the immediate supervision of HREIB's LGBT Rights Program Officer;
3. To supervise to ROR team (finance assistant, administrative & project assistant) as a team leader;
4. To participate in other administrative, staff and organizational meetings as required.
<u>Qualifications:</u>
1. <u>Education:</u> Minimum BA or equivalent degree
2. <u>Experience:</u> Minimum of three (4) years working experiences in LGBT fields
3. <u>Skills:</u> Supervisory skills, Computer graphics skills; Microsoft Office Suite (Word, Excel, Photoshop, Power Point etc); Intermediate English, and Burmese language proficiency
<u>Compensations:</u>
1. <u>Salary Scale:</u> Monthly Salary of Myanmar Kyat xxxx per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance.
2. <u>Other Benefit</u> - Basic health care insurance is covered subject to available organizational donor funding and social benefit policy.
3. <u>Professional Development:</u> (a) Opportunity to attend EQMM's human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

Position Title: Grade Level: Report To: Duty Station:	Trainer Coach Level 4 Program Officer Yangon
Organizational Responsibilities: <u>1. For training management which includes:</u> <ol style="list-style-type: none"> Participates in annual planning meeting, scheduling activities and monthly meeting; Plans and facilitates of monthly quarterly trainer team meetings, prepare first draft of agenda based on quarterly work plan and consult all trainers for comments on agenda / additional points; Helps identifying target organizations and people for invitation to relevant training, workshop and event to Trainer Coordinator; Provides immediate feedback and guidance in preparation and debriefing meetings before and at the end of each training (taking note of major issues) if schedule allows; Helps in assigning facilitation or co-facilitation roles to trainers team and trainer interns and volunteers for basic HR trainings, HR thematic trainings, requested trainings by other organizations/networks, and thematic workshops to Trainer Coordinator; 	

- f) Helps scheduling thematic workshops HR trainings, external requested HRE trainings and events in relation to availability and capacity of trainers in collaboration with Program Officer, trainer coordinator and trainers teams;
- g) Researches/collects new reports and materials (tools) such as games, media tools, hand books etc. for trainers;
- h) Guides in developing modules and ensuring that modules are updated based on new political and social development, and lead in developing new modules when necessary;
- i) Makes a final check pre/post-tests including standard answers for training and develop evaluation form for respective activity which prepared by Trainer Coordinator;
- j) Observes resource persons and pass information to Trainer Coordinator to identify if there is a need for training; and
- k) Develops and submits monthly individual work schedules by using Google calendar before the 2nd of every month, and update daily activity at the end of every working day.

2. For beneficiary selection and management operations which includes

- a) Shares name of network organizations and facilitate trainer teams in identifying the groups, organizations and areas for external trainings, thematic trainings and events to approach and disseminate application;
- b) Helps and facilitates participant selection process and ensures the right participants and adequate amount are selected; and
- c) Advices and helps in identifying and selection of interns.

3. Team coaching and Capacity building which includes:

- a) Leads in organizing monthly or bi monthly discussion in both trainer teams for selection of issues and scheduling with ED for input, including encourages other trainers to identify issues, sourcing material for discussion, etc.;
- b) Leads Mandalay and Yangon team monthly or bi monthly individual or group self-study plan and guide in specific areas (issues) which need to be improved in line with activity plan;
- c) Monitors and follows up the improvement and evaluation of individual trainers in terms of three areas which are concept, knowledge and skill and report to PO;
- d) Have monthly or bi monthly meeting with PO and TC to provide inputs on progress and impact of HRE activity implementation and any discussion of the structure;
- e) Makes a list opportunities coming in for participation and assign in meetings, trainings, workshops, etc. and coordinate who takes part in what based on skills, interest and centre schedule (higher level meetings / workshop attendance is through PO discussed with PM and ED);
- f) Makes Immediate coaching to trainers to fill the need for skills development, module revision / development and other issues which provide from TC; and
- g) Observes and provides coaching in trainings with other trainers in lead.

4. For facilitation of HRE program activities which includes:

- a. Facilitates HRE trainings, external requested trainings, thematic workshops/seminars, and

events/campaigns as well as other activities under HRE program if trainers are not available and need expertise in certain areas;

- b. Gives priority to trainers to be main facilitators while co-facilitating training, as a trainer coach. (It is not allowed to take section on his own when co-facilitating with trainers);
- c. Facilitates and Co-facilitate EQMM TOTs, refresher course and other related trainings activities when relevant; and
- d) Accompany as Facilitator or co-facilitator land mine pilot modules if necessary.

5. For reporting on training activities which include:

- a) Ensures the reporting and documenting procedures are followed for all activities (including external trainings, networking meetings, and external requested trainings);
- d) Submits a narrative activity report to Program Officer within a week (7 days) completion of activity including the following relevant supporting documents: photographs of the activity; pre/post test results and analysis; attendant sheet, applied/selected participants' list for each activity; and evaluation forms;
- e) Prepares and submits financial report of external trainings funded by EQMM if Training Administrator is not available for the training administration to be submitted to the Program Officer for verification within 7 days after activity is completed;
- d) Reviews success stories and challenges, and administer follow up activities; and
- e) Completes in the updated Equality Myanmar activity in the news summary of activity form for only external trainings facilitated by trainer to send EQMM's Web and IT Coordinator in three days after the activity has done.

6. For networking and advocacy activities which includes:

- a) Attends NGO/CBO collaboration events/meetings and advise appropriate trainers if necessary in consultation with PO;
- b) Identifies and discusses opportunities for collaboration with other organizations, groups and networks and report back to the Program Officer;
- c) Accompany with Advocacy Coordinator to advocacy trips if necessary; and
- d) Lead and take supporting role in the activity which related with Children on the Move of Burma ACT project.

7. For monitoring and evaluation which includes:

- a) Makes monitoring trip to multiplier trainings, external trainings and Mandalay activities if necessary and report to PO and respective TC;
- b) Conducts Monthly or bi monthly follow up and keeps track the impact assessment of basic HR training alumni, workshop alumni and ToT alumni and report to PO and respective TC; and
- c) Facilitates to community mobilizing activity and make monitoring trips to fields and report to PO and respective TC.

8. For Audio visual production activity which includes:

- a) Acts as a facilitator in HRE TV series and involve in TV production process if necessary;
- b) Accompany with Audio Visual Officer to land mine survey trip; and

c) Acts as a focal person between AV team and trainer teams to get more understanding and linking between these teams.
d) Advises and discuss to AV officer, AFM and ED in order to produce better AV production and effective community educational tools.
<u>9 . For providing other organizational tasks that may be assigned from time to time.</u>
<u>Administrative Responsibilities:</u>
a) To report to an EQMM office or approved work site for a minimum at least 7 hours/ day and 5 days/ week (35 hours a week);
b) To follow the Code of Ethics, <u>Human Resources Policies & Procedures Manual</u> ; <u>Financial Policies and Procedures Manual</u> ; and other operations manuals of the organization;
c) To work under the immediate supervision of the program officer;
d) To participate regular monthly meetings with program officer; and
e) To participate in other administrative, staff and organizational meetings as required.
<u>Qualifications:</u>
1. <u>Education</u> – Minimum BA or equivalent degree; TOT course completion.
2. <u>Experience</u> – Minimum three (5) years
3. <u>Skills</u> –TOT; Supervisory skills, Microsoft Office suite (Word, Excel, Power Point),etc; Burmese and English language proficiency
<u>Compensations:</u>
1. <u>Salary Scale</u> – Monthly Salary of xxxx MMK per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance.
2. <u>Other Benefits</u> - Basic health care coverage is provided subject to available organizational donor funding and social benefit policy.
3. <u>Professional Development</u> - (a) Opportunity to attend EQMM’s human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

Position Title:	Trainer Coordinator
Grade Level:	Level 4

Report To:	Program Officer
Duty Station:	Yangon
Organizational Responsibilities: <u>1. For training management which includes:</u> <ul style="list-style-type: none"> a) Participates in annual planning meeting, scheduling activities and monthly meeting; b) Plans and facilitates of weekly and monthly quarterly trainer team meetings, prepare first draft of agenda based on quarterly work plan and consult all trainers for comments on agenda / additional points; c) Identifies target organizations and people for invitation to relevant training, workshop and event and share on those lists to Training Administrator for further process; d) Lead in preparation and debriefing meetings before and at the end of each training (taking note of major issues); e) Approves meeting minutes which submitted by Trainer and circulate among trainers and Program Officer within two days; f) Assigns facilitation or co-facilitation roles to Trainer Team and Trainer Intern and volunteer for basic HRs trainings, requested trainings by other organization/networks, and thematic workshops in consultation with Trainer Coach and if changes to format for trainings; g) Schedules thematic workshops HRs trainings, external requested HRs trainings and HRs events in relation to availability and capacity of trainers in collaboration with Program Officer and Trainers & Trainers Coach; h) Compiles and reviews external training requests from other organizations and networks and assign appropriate trainers with their free consent if the schedule is allowed; i) Develops schedule and modules (if standard schedule and modules are not used); j) Develops pre/post-tests including standard answers for training and develop evaluation form for respective activity; k) Identifies resource person and inform to Program Officer including reasons and schedules along with monthly work plan; l) Over-sees training related activities training needs assessment and make sure all the necessary instruments are with Trainers before they organize any activity; m) Develops and monitors alumni Google group account, and sharing human rights related information and other to groups; and n) Ensures google calendar is updated quarterly and monthly work plans. 	
<u>2. For beneficiary selection and management operations which includes:</u> <ul style="list-style-type: none"> a) Ensures the applications are disseminated to the right targeted peoples, groups, organization and areas; b) Identifies the groups, organizations and areas for external trainings and select them in consultation with PO and proceed for further step; c) Receives and collects all the application forms and passes it to Trainers to compile a list for selection process; d) Lead and facilitates participant selection process and ensures the right participants and adequate amount are selected; and e) Maintains the beneficiary profiles in a good order. 	
<u>3. Team Supervision which includes:</u>	

- a) Ensures monthly individual work plan is developed and inputs provided to the monthly team schedules and provide a consolidated monthly team work plan to office admin as monthly deadlines, and updates daily activity at the end of every working day;
- b) Monitors trainers team member's, intern's and volunteer's daily tasks;
- c) Ensures weekly team planning meetings are held in collaboration;
- d) Acts the focal person between office admin and trainers team for late/absent attendance report, weekends/public holidays working reports, compensatory leave approval report, etc;
- e) Makes decisions on division of responsibilities and instruct trainers where there might be conflicting time schedules or priorities; and
- f) Reports disciplinary problems and measures taken in consultation with PO these to Administration and Finance Manager.

4. For facilitation of HRE program activities which includes:

- a. Facilitates HRs trainings, external requested trainings, thematic workshops/seminars, and events/campaigns as well as other activities under HRE program; and
- b. Co-facilitate EQMM TOTs, Trainers Refresher Course and other related trainings activities when relevant.

5. For capacity building of trainers which includes:

- a) Provides inputs to PO, ED and Trainer Coach on need for skills development, module revision / development and other issues;
- b) Makes a list opportunities coming in for participation and assign in meetings, trainings, workshops, etc. and coordinate who takes part in what based on skills, interest and centre schedule (higher level meetings / workshop attendance is through PO discussed with PM and ED);
- c) Monitors trainers' capacities and identifies opportunities to fill the gaps in consultation with Program Officer and Trainer Coach;
- d) Observes and provides coaching in trainings with other trainers in lead;
- e) Lead in organising monthly discussion group and selection of issues and scheduling with Trainer Coach and ED for input, including encourages other trainers to identify issues, sourcing material for discussion, etc; and
- f) Ensures trainers that have taken part in external courses / seminars conduct sharing sessions with other trainers.

6. For monitoring and evaluation which includes:

- a) Ensures the reporting and documenting procedures are followed for all activities which includes all activities under HRE program and external requested trainings by other organization and networks;
- b) Submits a narrative activity report (HRs trainings and thematic workshops (funded and non – funded by EQMM), networking meetings) to Program Officer after 3 days submitted the following relevant supporting documents from Trainers (reports are meant to submit within 10 days the activity accomplished): photographs of the activity; 1. pre/post test question in English 2. Pre/post test results and analysis; 3. Attendant sheet, 4. Applied/selected participants for each activity 5. Evaluation forms 6. photo (including debriefing meeting note and documentation note after each activity);
- c) Reviews success stories and challenges, and administer follow up activities;
- d) Translates English - Myanmar a narrative activity report, pre-post test, evaluation summary and follow up forms and act as translator in workshop and meeting if necessary;
- e) Completes the updated Equality Myanmar activity in the news summary of activity form to send EQMM's

<p>Web and IT Coordinator in three days after the activity has done;</p> <p>f) Completes team's monthly activity form and submit 5ht of every month and to PO;</p> <p>g) Conducts bi monthly follow up and keeps track the impact assessment of basic HR training alumni and report to PO; and</p> <p>h) Makes monitoring trip to multiplier trainings, external trainings and community mobilizing teams and report to PO.</p>
<p><u>7. For program financial management operations which includes:</u></p> <p>a) Participates to monthly planning meeting with Accountant and Administrative and Logistic Coordinator for program activities budget operations and logistic operations, and providing program inputs; and report these meeting updates to PO;</p> <p>b) Verifies advance request/reimbursement and expense report administered by Accountant (only for Yangon based activities), by Training Administrator (only for outside of Yangon based activities), and by Trainers (only for related personnel budget such as health care, travel reimbursement, etc);</p> <p>c) Monitors HRE program activities budget in coordination with the accountant on a quarterly basis, and reports the result to the PO for further purpose;</p> <p>d) Authorizes budget deviation less than 10% in collaboration with the accountant under the supervision of Program Officer and consult to Program Manager and Administrative & Finance Manager on amounts deviating with more than 10%; and</p> <p>f) Prepares advance request five days before planned activity date and expense report within seven days after activities accomplished for external trainings if Training Administrator is not available (if Trainer Coordinator will serve as a trainer facilitator) for this training; then report to program officer for verification.</p>
<p><u>8. For networking and community support which includes:</u></p> <p>a) Attends NGO/CBO collaboration events/meetings and assign appropriate trainers if necessary in consultation with PO; and</p> <p>b) Identifies and discusses opportunities for collaboration with other organizations, groups and networks and report back to the Program Officer.</p>
<p><u>9 . For providing other organizational tasks that may be assigned from time to time.</u></p>
<p><u>Administrative Responsibilities:</u></p> <p>a) To report to an EQMM office or approved work site for a minimum at least 7 hours/ day and 5 days/ week (35 hours a week);</p>
<p>b) To follow the Code of Ethics, <u>Human Resources Policies & Procedures Manual</u>; <u>Financial Policies and Procedures Manual</u> ; and other operations manuals of the organization;</p>
<p>c) To work under the immediate supervision of the program officer;</p>
<p>d) To supervise trainers staff in the planning and implementation of HRE activities, and trainers interns through respective trainers;</p>
<p>e) To participate regular monthly meetings with program officer; and</p>
<p>f) To participate in other administrative, staff and organizational meetings as required.</p>

<u>Qualifications:</u>	
1. <u>Education</u> –	Minimum BA or equivalent degree; TOT course completion;
2. <u>Experience</u> –	Minimum three (3) years;
3. <u>Skills</u> –TOT;	Supervisory skills, Microsoft Office suite (Word, Excel, Power Point),etc; Burmese and English language proficiency;
<u>Compensations:</u>	
1. <u>Salary Scale</u> –	Monthly Salary of xxxx per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance.
3. <u>Other Benefits</u> -	Basic health care coverage is provided subject to available organizational donor funding and social benefit policy.
2. <u>Professional Development</u> -	(a) Opportunity to attend EQMM’s human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

Position Title:	Trainer Coordinator
Grade Level:	Level 4
Report To:	Program Officer
Duty Station:	Mandalay
Organizational Responsibilities:	
<u>1. For training management which includes:</u>	
a) Participates in annual planning meeting, scheduling activities and monthly meeting; b) Plans and facilitates of weekly and monthly quarterly trainer team meetings, prepare first draft of agenda based on quarterly work plan and consult all trainers for comments on agenda / additional points; c) Identifies target organizations and people for invitation to relevant training, workshop and event and share on those lists to the Finance & Administrative Coordinator for further process; d) Lead in preparation and debriefing meetings before and at the end of each training (taking note of major issues); e) Approves meeting minutes which submitted by trainer and circulate among Trainers and Program Officer within two days; f) Assigns facilitation or co-facilitation roles to Trainers Team and Trainers Intern and volunteer for basic HRs trainings, requested trainings by other organization/networks, and thematic workshops in consultation with Trainer Coach and if changes to format for trainings; g) Schedules thematic workshops HRs trainings, external requested HRs trainings and HRs events in relation to availability and capacity of trainers in collaboration with Program Officer and Trainers & Trainer Coach;	

- h) Compiles and reviews external training requests from other organizations and networks and assign appropriate trainers with their free consent if the schedule is allowed;
- i) Develops schedule and modules (if standard schedule and modules are not used);
- j) Develops pre/post-tests including standard answers for training and develop evaluation form for respective activity;
- k) Identifies resource person and inform to program officer including reasons and schedules along with monthly work plan;
- l) ver-sees training related activities training needs assessment and make sure all the necessary instruments are with Trainers before they organize any activity;
- m) Develops and monitors alumni Google group account, and sharing human rights related information and other to groups; and
- n) Ensures google calendar is updated quarterly and monthly work plans.

2. For beneficiary selection and management operations which includes:

- a) Ensures the applications are disseminated to the right targeted peoples, groups, organization and areas;
- b) Identifies the groups, organizations and areas for external trainings and select them in consultation with PO and proceed for further step;
- c) Receives and collects all the application forms and passes it to Trainers to compile a list for selection process;
- d) Lead and facilitates participant selection process and ensures the right participants and adequate amount are selected; and
- e) Maintains the beneficiary profiles in a good order.

3. Team Supervision which includes:

- a) Ensures monthly individual work plan is developed and inputs provided to the monthly team schedules and provide a consolidated monthly team work plan to Finance & administrative coordinator as monthly deadlines to be submitted to the Program Officer and Administrative & Finance Manager, and updates daily activity at the end of every working day;
- b) Monitors trainers team member's, intern's and volunteer's daily tasks;
- c) Ensures weekly team planning meetings are held in collaboration;
- d) Acts the focal person between FAC and trainers team for late/absent attendance report, weekends/public holidays working reports, compensatory leave approval report, etc;
- e) Makes decisions on division of responsibilities and instruct trainers where there might be conflicting time schedules or priorities; and
- f) Reports disciplinary problems and measures taken in consultation with FAC and reports these to the PO and Administration and Finance Manager.

4. For facilitation of HRE program activities which includes:

- a) Facilitates HRs trainings, external requested trainings, thematic workshops/seminars, and events/campaigns as well as other activities under HRE program; and
- b) Co-facilitate EQMM TOTs, Trainers Refresher Course and other related trainings activities when relevant.

5. For capacity building of trainers which includes:

- a) Provides inputs to PO, ED, and Trainer Coach on need for skills development, module revision / development and other issues;
- b) Makes a list opportunities coming in for participation and assign in meetings, trainings, workshops, etc. and coordinate who takes part in what based on skills, interest and centre schedule (higher level meetings / workshop attendance is through PO discussed with PM and ED);
- c) Monitors trainers' capacities and identifies opportunities to fill the gaps in consultation with Program Officer

and Trainer Coach.

- d) Observes and provides coaching in trainings with other trainers in lead;
- e) Lead in organizing monthly discussion group and selection of issues and scheduling with Trainer Coach and ED for input, including encourages other trainers to identify issues, sourcing material for discussion, etc.; and
- f) Ensures trainers that have taken part in external courses / seminars conduct sharing sessions with other trainers.

6. For monitoring and evaluation which includes:

- a) Ensures the reporting and documenting procedures are followed for all activities which includes all activities under HRE program and external requested trainings by other organization and networks;
- b) Submits a narrative activity report (HRs trainings and thematic workshops (funded and non – funded by EQMM), networking meetings) to Program Officer after 3 days submitted the following relevant supporting documents from Trainers (reports are meant to submit within 10 days the activity accomplished): photographs of the activity; 1. pre/post test question in English 2. Pre/post test results and analysis; 3. Attendee sheet, 4. Applied/selected participants for each activity 5. Evaluation forms 6. photo (including debriefing meeting note and documentation note after each activity);
- c) Reviews success stories and challenges, and administer follow up activities;
- d) Translates English - Myanmar a narrative activity report, pre-post test, evaluation summary and follow up forms and act as translator in workshop and meeting if necessary;
- f) Completes the updated Equality Myanmar activity in the news summary of activity form to send EQMM's Web and IT Coordinator in three days after the activity has done;
- g) Completes team's monthly activity form and submit 5th of every month and to PO;
- h) Conducts bi monthly follow up and keeps track the impact assessment of basic HR training alumni and report to PO; and
- i) Makes monitoring trip to multiplier trainings, external trainings and community mobilizing teams and report to PO.

7. For program financial management operations which includes:

- a) Participates to monthly planning meeting with the Finance & Administrative Coordinator for program activities budget operations and logistic operations, and providing program inputs; and report these meeting updates to PO;
- b) Verifies advance request/reimbursement and expense report administered by the Finance & Administrative Coordinator, and by the Trainers (only for related personnel budget such as health care, travel reimbursement, etc);
- c) Monitors HRE program activities budget in coordination with the Finance & Administrative Coordinator on a quarterly basis, and reports the result to the PO for further purpose;
- e) Authorizes budget deviation less than 10% in collaboration with the Finance & Administrative Coordinator under the supervision of program officer and consult to the Program Manager and Administrative & Finance Manager on amounts deviating with more than 10%;
- f) Verifies bank withdraw form administered by the Finance & Administrative Coordinator from project joint account;
- g) Takes jointly responsible of cash in & disbursed from safe box operations with the Finance & Administrative Coordinator; and
- h) Takes jointly responsible of cash in & disbursed from safe box operations with the Finance & Administrative Coordinator, and conducts cash count upon on FAC's cash book report on a monthly basis.

8. For networking and community support which includes:

- a) Attends NGO/CBO collaboration events/meetings and assign appropriate trainers if necessary in consultation with PO; and
- b) Identifies and discusses opportunities for collaboration with other organizations, groups and networks and report back to the Program Officer.

9 . For providing other organizational tasks that may be assigned from time to time.

Administrative Responsibilities:

- a) To report to an EQMM office or approved work site for a minimum at least 7 hours/ day and 5 days/ week (35 hours a week);
- b) To follow the Code of Ethics, Human Resources Policies & Procedures Manual; Financial Policies and Procedures Manual ; and other operations manuals of the organization;
- c) To work under the immediate supervision of the program officer;
- d) To supervise Trainers staff in the planning and implementation of HRE activities, and Trainers Interns through respective level of Trainers;
- e) To participate regular monthly meetings with program officer; and
- f) To participate in other administrative, staff and organizational meetings as required.

Qualifications:

1. Education – Minimum BA or equivalent degree; TOT course completion;
2. Experience – Minimum three (3) years;
3. Skills –TOT; Supervisory skills, Microsoft Office suite (Word, Excel, Power Point),etc; Burmese and English language proficiency;

Compensations:

1. Salary Scale – Monthly Salary of xxxx MMK per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance.
2. Other Benefits - Basic health care coverage is provided subject to available organizational donor funding and social benefit policy.
3. Professional Development - (a) Opportunity to attend EQMM's human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

Position Title	Accountant
Grade Level:	Level 6

Report to:	Junior Finance Officer
Duty Station:	Yangon

Organizational Responsibilities:

1. For the day-to-day finance and accounting operations:

Classifies expenditure activity and expenses for all Burma based projects;

Submits the checked expense reports for all projects (except CRB and Mandalay based projects) together with a scan copy (and original receipts) of their supporting documents to the junior/senior finance officer for approval;

Prepares the '**payment voucher**' form cover sheets in English for all projects (except CRB and Mandalay based projects) expenditures for data entry into the organization's computerized accounting; and

Maintains the organizational records of all financial and accounting transactions.

2. For the day-to-day financial management operations:

Supervises the day-to-day projects finance operations of Yangon based and field supported activities.

Banking

Maintains each joint project bank accounts records for Yangon based projects under the supervision of the junior finance officer;

Prepares a '**bank withdraw authorization**' form for funds withdrawal from Yangon based joint project accounts prior to project and logistic team payment requirements, and submits to the junior finance officer for verification;

Checks the advance funds transfer deposited to Yangon based project accounts;

Maintains the record of bank account transactions and reconciles in the '**bank book - manual**' form, then submits monthly to the junior finance officer for verification;

Maintains Yangon based project bank accounts books and records in the Yangon office locked safe; the safe box operations function is overseen jointly by the junior finance officer and accountant (Yangon); and

Assists to the junior/senior finance officer for making bank withdraws.

Budget Planning

Takes part in the strategic planning process by providing financial and accounting information on the

organization's performance;

Assists the junior and senior finance officers in developing and modifying (as required) the annual organization and project budgets; and

Facilitates a regular monthly meeting on the last working day with the project team (project coordinators and/or program officers) and administrative team (administrative & logistics coordinator and administrative & logistics assistant) to identify the activity and budget plans of each Yangon based project.

Advance/reimbursement/expense

Prepares each Yangon based project's advance request (reimbursement if necessary) based on the monthly meeting outcomes with the respective project coordinator/officer's verification and submits to the junior/senior finance officer for approval;

Acknowledges funds received to the joint project accounts to the junior finance officer;

Transfers/pays sub advance payments or cash advances to the project and administrative team;

Monitors the ongoing daily expenses of Yangon based projects; and

Prepares each project's expense report and balance sheet along with supporting documents for Yangon based projects and submits to the junior/senior finance officer for final approval and entry of the information monthly by the junior/senior finance officer into the computerized accounting system;

Checks project and administrative expenditure reports and reimbursements prepared by Yangon/ROR/Chiang Mai based project staff/administrative staff on a monthly basis against their respective supporting receipts and approved advance requests;

Provides an immediate '**finance follow-up**' form to questions and comments on related expenditure reports and receipts; and submits them to the junior finance officer for verification before releasing to the concerned staff;

Submits checked expenditure reports together with a scan copy of supporting documents as soon as possible to the junior finance officer for final approval and entry monthly into the organization's computerized accounting system;

Follows up with concerned staff members for Yangon/ROR/Chiang Mai based administrative, personnel and projects expenses, and volunteer research projects to submit expense reports with original receipts within the time allowed; and

Translates expense receipts/vouchers that are described in Burmese language into English.

Cash Management

Manages the Yangon office cash management function, and the safe keeping of petty cash in a locked

safe box;

Maintains a detailed record of all cash added to and disbursed from the headquarters Yangon office petty cash in the '**cash book**' form; and '**cash count**' form and reports monthly to the junior finance officer for verification;

Conducts a weekly Yangon office cash count and reconciles the petty cash book on a monthly basis;

Supervise cash management in ROR projects location which is a day-to-day basis is managed by the finance assistant through checking monthly 'cash book' form along with 'cash count' form, expenditure 'balance sheet' and bank transaction record with 'bank book' form prepared by the ROR finance assistant;

Monitoring

Conducts Burma based field project monitoring visit on assignment.

Assets Management

Checks bi monthly assets list record with 'capital equipment list' form which submitted by CRB FAC, Mdy FAC, ROR FA, CNX AC, and Ygn ALC and reports finding and recommendations to the administrative & finance manager;

Identifies assets serial numbers to each fixed assets on a bi monthly basis then submits to the administrative & finance manager;

Prepares a quarterly consolidated assets report then submits to the administrative & finance manager for verification;

Prepares an annual consolidated assets report after checking assets of each office location, and reports to the administrative & finance manager; and

Provides inputs related EQMM assets policies and procedures to the Administrative & Finance Manager.

3. For day-to-day reporting activities:

Assist the junior finance officer/senior finance officer in the preparation of financial accounting reports (i.e. Quick Book) and other financial reports;

Facilitates the preparation of the organization's annual financial report including audited reports for all Burmese projects as well as the overall organization project for donors under the supervision of the junior finance officer and the administrative & finance manager; and

Follows the organization's Financial Policies and Procedures Manual in all work related responsibilities.

4. For providing other organizational tasks that may be assigned from time to time.

Administrative Responsibilities:

1. To report to an office or approved work site for a minimum of seven(7) hours/ day and 5 days/ week (35

hours a week);
2. To follow the Code of Ethics, <u>Human Resources Policies & Procedures Manual</u> ; <u>Financial Policies & Procedures Manual</u> ; and other operations manuals of the organization;
3. To work under the immediate supervision of the Junior Finance Officer;
4. To supervise finance assistant (ROR) in the financial management operations; and
5. To participate in other administrative, staff and organizational meetings as required.
<u>Qualifications:</u>
1. <u>Education</u> – Minimum BA in Accounting , or Financial Management or equivalent degree or diploma/certificate;
2. <u>Experience</u> – Minimum of two (2) years in accounting fields; and
3. <u>Skills</u> – Supervisory skills, Knowledgeable in using accounting tools i.e. Excel and Quick book; Intermediate English and Burmese language proficiency.
<u>Compensations:</u>
1. <u>Salary level</u> – Monthly Salary of xxxx MMK per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance.
2. <u>Other Benefit</u> – Basic health care is covered subject to available organizational donor funding and social benefit policy.
3. <u>Professional development</u> – (a) Opportunity to attend EQMM’s human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

Position Title:	Trainer level - 1
Grade Level:	Level 5
Report To:	<i>Trainer Coordinator</i>
Duty Station:	<i>Mandalay</i>

Organizational Responsibilities:

1. For training management which includes:

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

- f) Helps to develop schedule and modules with other trainer team members (if standard schedule and modules are not used);
- g) Takes documentation in workshop and submit to TC within 7 days.
- h) Prepares education resources for each activity as follow:
 - Training handouts (inputs, pre & post test, evaluation forms, case studies, etc:)
 - Administer pre & post tests, attendance list and evaluation forms
 - List stationary and training materials needed, and transfer to FAC/TA for purchasing
 - 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 Finance & Administrative Coordinator and Trainer Coordinator for each training to keep in photo bank
 - Collect and summarize pre & post test, attendance list and evaluation for reporting purposes
- i) Develops and submits monthly individual work schedules by using Google calendar before the 2nd of every month, and update daily activity at the end of every working day;
- j) Follows Trainer Coordinator's instructions in cases of conflicting time schedules;
- k) Contacts and consults to the organizers from the hosted organizations to prepare the external trainings are organized;
- l) Observes training needs assessment and reports to Trainer Coordinator; and
- m) Shares human rights related information and other to alumni Google group.

2. For beneficiary selection and management operations which includes:

- a) Helps to identify application distribution list to team, and passing information to Trainer Coordinator and Finance & Administrative Coordinator for further step;
- b) Compiles and making a list of applied applications for selection process;
- c) Participates in applicant selection process;
- d) Contacts local organizer to consult on participant criteria and selection in order to get the qualified participants; and
- e) Compiles selected participants and submitting confirmed list to Trainer Coordinator and Finance & Administrative Coordinator for further steps.

3. For facilitation which includes:

- a) Organizes and facilitate center based workshops, external trainings, community events, and externally requested trainings; and
- b) Co-facilitates EQMM related trainings activity if necessary.

4. For monitoring and evaluation which includes:

- a) Marks pre-and post – test score after training.
- b) Summarizes the results of pre- and post- tests for each activity;
- c) Reviews success stories and challenges, and administer follow up activities;
- d) Monitors co- trainer – level – 2 and 3s' capacity and guide and identify opportunities to fill any gaps while consulting with trainer coordinator; and
- e) Makes monitoring trip to multiplier trainings, external trainings and community mobilizing teams and report to TC.

5. For reporting on training activities which include:

- a) Ensures the reporting and documenting procedures are followed for all activities (including external trainings, networking meetings, and external requested trainings);
- b) Submits a narrative activity report to trainer coordinator within a week (7 days) completion of activity including the following relevant supporting documents: photographs of the activity; pre/post test results and analysis; attendant sheet, applied/selected participants' list for each activity; and evaluation forms; and
- c) Prepares and submits financial report of external trainings funded by EQMM to be submitted to the Trainer Coordinator and Finance & Administrative Coordinator for verification within 7 days after activity is completed;
- f) Reviews success stories and challenges, and administer follow up activities; and
- g) Completes in the updated Equality Myanmar activity in the news summary of activity form for only external trainings facilitated by trainer to send EQMM's Web and IT Coordinator in three days after the activity has done.

6. For supervision to trainer intern:

- a) Ensures monthly Trainer Intern's work plan is developed and inputs provided to the monthly team schedules, and updates daily activity at the end of every working day;
- b) Monitors Trainer Intern's daily tasks;
- c) Acts the focal person between office admin and trainers interns for late/absent attendance report, weekends/public holidays working reports, compensatory leave approval report, etc; and
- d) Reviews monthly reports prepared by Trainers Intern and report to TC.

7. Provide other organizational tasks that may be assigned from time to time.

Administrative Responsibilities:

- 1. To report to an EQMM office or approved work site for a minimum at least 7 hours/ day and 5 days/ week (35 hours a week);
- 2. To follow the Code of Ethics, Human Resources Policies & Procedures Manual; Financial Policies and Procedures Manual ; and other operations manuals of the organization;
- 3. To work under the immediate supervision of the Trainer Coordinator;
- 4. To supervise trainers interns assigned by Trainer Coordinator, and provides mentoring to Trainer level 2 and 3;
- 5. To participate in other administrative, staff and organizational meetings as required;
- 6. To communicate concerns and comments to Program Officer through the Trainer Coordinator.

Qualifications:

- 1. Education – Minimum BA or equivalent degree; TOT course completion

2. <u>Experience</u> – Minimum of two (2) years
3. <u>Skills</u> – TOT; Microsoft Office suite (Word, Excel, Power Point),etc; Burmese and Basic English language proficiency
<u>Compensations:</u>
1. <u>Salary Scale</u> – Monthly Salary of xxxx MMK per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance.
2. <u>Other Benefits</u> - Basic health care insurance is covered subject to available organizational donor funding and social benefit policy.
3. <u>Professional Development</u> - (a) Opportunity to attend EQMM’s human rights education capacity building courses; (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

Position Title:	Trainer level - 2
Grade Level:	Level 5
Report To:	<i>Trainer Coordinator</i>
Duty Station:	<i>Yangon and Mandalay</i>

Organizational Responsibilities:

1. For training management which includes:

- a) Participates in annual planning meeting, scheduling activities and monthly meetings;
- b) Participates in weekly, monthly and quarterly team meetings;
- c) Participates in preparation and debriefing meetings before and at the end of each training (taking note of major issues);
- d) Takes meeting minutes, and submits meeting notes (the outcomes and decisions) to Trainer Coordinator within 2 days;
- e) Helps to develop schedule and modules with other trainer team members (if standard schedule and modules are not used);
- f) Helps to develop schedule and modules with other trainer team members (if standard schedule and modules are not used);
- g) Takes documentation in workshop and submit to TC within 7 days.
- h) Prepares education resources for each activity as follow:
 - Training handouts (inputs, pre & post test, evaluation forms, case studies, etc:)
 - Administer pre & post tests, attendance list and evaluation forms
 - List stationary and training materials needed, and transfer to FAC/TA for purchasing
 - Ensure training space is appropriately set up and ready for training
 - Collect teaching tools for training purposes
 - Collect training sources for training inputs

<ul style="list-style-type: none"> ▪ Daily training observation record/evaluation (the training flow, participants' mood, trainers' skill, etc) ▪ Take photo documents, and transfer to Administrative & Logistic Assistant for each training to keep in photo bank ▪ Collect and summarize pre & post test, attendance list and evaluation for reporting purposes <p>i) Develops and submits monthly individual work schedules by using Google calendar before the 2nd of every month, and update daily activity at the end of every working day;</p> <p>j) Follows Trainer Coordinator's instructions in cases of conflicting time schedules;</p> <p>k) Contacts and consults to the organizers from the hosted organizations to prepare the external trainings are organized;</p> <p>l) Observes training needs assessment and reports to Trainer Coordinator; and</p> <p>m) Shares human rights related information and other to alumni Google group.</p>
<p>2. <u>For beneficiary selection and management operations which includes:</u></p> <p>a) Helps to identify application distribution list to team, and passing information to Trainer Coordinator and Training Administrator for further step;</p> <p>b) Compiles and making a list of applied applications for selection process;</p> <p>c) Participates in applicant selection process;</p> <p>d) Contacts local organizer to consult on participant criteria and selection in order to get the qualified participants; and</p> <p>e) Compiles selected participants and submitting confirmed list to Trainer Coordinator and Training Administrator for further steps.</p>
<p>3. <u>For facilitation which includes:</u></p> <p>a) Organizes and facilitate center based workshops, external trainings, community events, and externally requested trainings; and</p> <p>b) Co-facilitates EQMM related trainings activity if necessary.</p>
<p>4. <u>For monitoring and evaluation which includes:</u></p> <p>a) Marks pre-and post – test score after training.</p> <p>f) Summarizes the results of pre- and post- tests for each activity;</p> <p>g) Reviews success stories and challenges, and administer follow up activities;</p> <p>h) Monitors co- trainer – level - 3s' capacity and guide and identify opportunities to fill any gaps while consulting with trainer coordinator; and</p> <p>i) Makes monitoring trip to multiplier trainings, external trainings and community mobilizing teams and report to TC.</p>
<p>5. <u>For reporting on training activities which include:</u></p> <p>a) Ensures the reporting and documenting procedures are followed for all activities (including external trainings, networking meetings, and external requested trainings);</p> <p>b) Submits a narrative activity report to trainer coordinator within a week (7 days) completion of activity including the following relevant supporting documents: photographs of the activity; pre/post test results and analysis; attendant sheet, applied/selected participants' list for each activity; and evaluation forms; and</p> <p>c) Prepares and submits financial report of external trainings funded by EQMM if Training Administrator is not available for the training administration to be submitted to the Training Coordinator for verification</p>

<p>within 7 days after activity is completed;</p> <p>h) Reviews success stories and challenges, and administer follow up activities; and</p> <p>i) Completes in the updated Equality Myanmar activity in the news summary of activity form for only external trainings facilitated by trainer to send EQMM's Web and IT Coordinator in three days after the activity has done.</p>
<p>6. <u>For supervision to trainer intern:</u></p> <p>a) Ensures monthly Trainer Intern's work plan is developed and inputs provided to the monthly team schedules, and updates daily activity at the end of every working day;</p> <p>b) Monitors Trainer Intern's daily tasks;</p> <p>c) Acts the focal person between office admin and trainers interns for late/absent attendance report, weekends/public holidays working reports, compensatory leave approval report, etc; and</p> <p>e) Reviews monthly reports prepared by Trainers Intern and report to TC.</p>
<p>7. <u>Provide other organizational tasks that may be assigned from time to time.</u></p>
<p><u>Administrative Responsibilities:</u></p> <p>1. To report to an EQMM office or approved work site for a minimum at least 7 hours/ day and 5 days/ week (35 hours a week);</p> <p>2. To follow the Code of Ethics, <u>Human Resources Policies & Procedures Manual</u>; <u>Financial Policies and Procedures Manual</u> ; and other operations manuals of the organization;</p> <p>3. To work under the immediate supervision of the trainer coordinator;</p> <p>4. To supervise trainers interns assigned by trainer coordinator, and provides mentoring to trainer level 3;</p> <p>5. To participate in other administrative, staff and organizational meetings as required;</p> <p>6. To communicate concerns and comments to program officer through the trainer coordinator.</p>
<p><u>Qualifications:</u></p> <p>1. <u>Education</u> – Minimum BA or equivalent degree; TOT course completion</p> <p>2. <u>Experience</u> – Minimum of two (2) years</p> <p>3. <u>Skills</u> – TOT; Microsoft Office suite (Word, Excel, Power Point),etc; Burmese and Basic English language proficiency</p>
<p><u>Compensations:</u></p> <p>1. <u>Salary Scale</u> – Monthly Salary of xxxx MMK per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance.</p> <p>2. <u>Other Benefits</u> - Basic health care insurance is covered subject to available organizational donor funding</p>

and social benefit policy.

3. Professional Development - (a) Opportunity to attend EQMM's human rights education capacity building courses; (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

Position Title:	Trainer level - 3
Grade Level:	Level 5
Report To:	<i>Trainer Coordinator</i>
Duty Station:	<i>Yangon and Mandalay</i>

Organizational Responsibilities:

1. For training management which includes:

- a) Participates in annual planning meeting, scheduling activities and monthly meetings;
- b) Participates in weekly, monthly and quarterly team meetings;
- c) Participates in preparation and debriefing meetings before and at the end of each training (taking note of major issues);
- d) Takes meeting minutes, and submits meeting notes (the outcomes and decisions) to Trainer Coordinator within 2 days;
- e) Helps to develop schedule and modules with other trainer team members (if standard schedule and modules are not used);
- f) Helps to develop schedule and modules with other trainer team members (if standard schedule and modules are not used);
- g) Takes documentation in workshop and submit to TC within 7 days.
- h) Prepares education resources for each activity as follow:
 - Training handouts (inputs, pre & post test, evaluation forms, case studies, etc:)
 - Administer pre & post tests, attendance list and evaluation forms
 - List stationary and training materials needed, and transfer to FAC/TA for purchasing
 - 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 Administrative & Logistic Assitant for each training to keep in photo bank
 - Collect and summarize pre & post test, attendance list and evaluation for reporting purposes
- i) Develops and submits monthly individual work schedules by using Google calendar before the 2nd of every month, and update daily activity at the end of every working day;
- j) Follows Trainer Coordinator's instructions in cases of conflicting time schedules;
- k) Contacts and consults to the organizers from the hosted organizations to prepare the external trainings are organized;
- l) Observes training needs assessment and reports to Trainer Coordinator; and
- m) Shares human rights related information and other to alumni Google group.

<p>2. <u>For beneficiary selection and management operations which includes</u></p> <ul style="list-style-type: none"> a) Helps to identify application distribution list to team, and passing information to Trainer Coordinator and Training Administrator for further step; b) Compiles and making a list of applied applications for selection process; c) Participates in applicant selection process; d) Contacts local organizer to consult on participant criteria and selection in order to get the qualified participants; and e) Compiles selected participants and submitting confirmed list to Trainer Coordinator and Training Administrator for further steps.
<p>3. <u>For facilitation which includes:</u></p> <ul style="list-style-type: none"> a) Organizes and facilitate center based workshops, external trainings, community events, and externally requested trainings; and b) Co-facilitates EQMM related trainings activity if necessary.
<p>4. <u>For monitoring and evaluation which includes:</u></p> <ul style="list-style-type: none"> a) Marks pre-and post – test score after training. b) Summarizes the results of pre- and post- tests for each activity; c) Reviews success stories and challenges, and administer follow up activities; d) Monitors trainer interns’ capacity and guide and identify opportunities to fill any gaps while consulting with trainer coordinator; and e) Makes monitoring trip to multiplier trainings, external trainings and community mobilizing teams and report to TC.
<p>5. <u>For reporting on training activities which include:</u></p> <ul style="list-style-type: none"> a) Ensures the reporting and documenting procedures are followed for all activities (including external trainings, networking meetings, and external requested trainings); b) Submits a narrative activity report to Trainer Coordinator within a week (7 days) completion of activity including the following relevant supporting documents: photographs of the activity; pre/post test results and analysis; attendant sheet, applied/selected participants’ list for each activity; and evaluation forms; and c) Prepares and submits financial report of external trainings funded by EQMM if Training Administrator is not available for the training administration to be submitted to the Trainer Coordinator for verification within 7 days after activity is completed; j) Reviews success stories and challenges, and administer follow up activities; and k) Completes in the updated Equality Myanmar activity in the news summary of activity form for only external trainings facilitated by trainer to send EQMM’s Web and IT Coordinator in three days after the activity has done.
<p>6. <u>For supervision to trainer intern:</u></p> <ul style="list-style-type: none"> a) Ensures monthly Trainer Intern’s work plan is developed and inputs provided to the monthly team schedules, and updates daily activity at the end of every working day; b) Monitors Trainer Intern’s daily tasks; c) Acts the focal person between office admin and trainers interns for late/absent attendance report, weekends/public holidays working reports, compensatory leave approval report, etc; and

d) Reviews monthly reports prepared by Trainers Intern and report to TC.

7. Provide other organizational tasks that may be assigned from time to time.

Administrative Responsibilities:

1. To report to an EQMM office or approved work site for a minimum at least 7 hours/ day and 5 days/ week (35 hours a week);
2. To follow the Code of Ethics, Human Resources Policies & Procedures Manual; Financial Policies and Procedures Manual ; and other operations manuals of the organization;
3. To work under the immediate supervision of the Trainer Coordinator;
4. To supervise trainers interns assigned by Trainer Coordinator;
5. To participate in other administrative, staff and organizational meetings as required;
6. To communicate concerns and comments to program officer through the trainer coordinator.

Qualifications:

1. Education – Minimum BA or equivalent degree; TOT course completion
2. Experience – Minimum of two (2) years
3. Skills – TOT; Microsoft Office suite (Word, Excel, Power Point),etc; Burmese and Basic English language proficiency

Compensations:

1. Salary Scale – Monthly Salary of xxxx MMK per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding.
2. Other Benefits - Basic health care insurance is covered subject to available organizational donor funding and social benefit policy.
3. Professional Development - (a) Opportunity to attend EQMM's human rights education capacity building courses; (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

Position Title:	Training Administrator
Grade Level:	Level 5
Report To:	<i>Trainer Coordinator</i>
Duty Station:	<i>Yangon</i>

Organizational Responsibilities:

1. For providing training management which includes:

- a) Participates in annual planning meeting, scheduling activities and monthly meetings;
- b) Participates in weekly, monthly and quarterly team meetings;
- c) Participates in preparation and debriefing meeting for discussion of training planning, result, logistic and admin; and other issues;
- d) Participates in applicant selection process;
- e) Accompanies trainers to selected external trainings for support with admin, logistic and finance operations;
- f) Communicates with participants and responds to questions about activities in consultation with Trainer Coordinator;
- g) Takes photo documents, and transfers to Trainer Coordinator and Administrative & Logistic Assistant for each activity to keep in photo bank;
- h) Prepares and administers and training related documents as follows:
 - Training required documents check lists
 - Training schedule
 - Attendance sheet
 - pre- and post- tests
 - Handouts
 - Evaluation form
 - Training tools
 - Photo record
 - Financial documents
- i) Observes training needs assessment and reports to Trainer Coordinator;
- j) Follows the Trainer Coordinator's instructions in cases of conflicting time schedules;
- k) Develops and submits monthly individual work schedules by using Google calendar before the 2nd of every month, and update daily activity at the end of every working day; and
- l) Shares human rights related information and other to alumni Google group.

2. For providing training logistics which includes:

- a) Helps dissemination training application among networks;
- b) Prepares/makes sure admin, logistic part for external training before trainer makes the trip.
- c) Provides logistic assistance for meetings, conferences, seminars, workshops, trainings, events or campaign and collaborate together with admin team if necessary; for example – training hall, accommodation, food, etc

d) Schedules and arranges transportation for participants and resource persons; and

e) Performs as training administrator roles by taking care of daily logistic, health, and communication, stationary, emergency and other in general

3. For providing financial management of operations, which include:

- a) Participates for budget planning meeting for discussion of project activities on a monthly basis in consultation with Accountant and Trainer Coordinator;
- b) Ensures and guides trainers to follow finance procedures and meets to the deadline.
- c) Conducts monthly budget review related training/workshop and event activities in collaboration with the Accountant then reports to Trainer Coordinator if necessary;
- d) Ensures any issues brought up at team planning meetings that have financial implications are discussed with Accountant under the supervision of Trainer Coordinator to seek better solution; c||
- e) Prepares advance request five days before planned activity date and expense report within seven days after activities accomplished for external training in collaboration with Trainers then reports to Trainer Coordinator for verification and clear cash closing balance with Accountant;
- f) Transfers/pay sub advance payment or cash advance to respective trainers staff or local trainer for external training if training administrator is not available to follow;
- g) Monitors the finance operations related small grants, multiplier trainings, community events, etc which are managed by local trainers; and report findings to Trainer Coordinator;
- h) Conducts monitoring visits to the areas of local trainers project implementing areas under the supervision of Trainer Coordinator; and
- i) Checks budget plan and expense ledgers along with supporting documents which prepared by local trainers, then prepares advance request and expense report, and reports to Trainer Coordinator for verification.

4. Provide other organizational tasks that may be assigned from time to time.

Administrative Responsibilities:

- 1. To report to an EQMM office or approved work site for a minimum at least 7 hours/ day and 5 days/ week (35 hours a week);
- 2. To follow the Code of Ethics, Human Resources Policies & Procedures Manual; Financial Policies and Procedures Manual ; and other operations manuals of the organization;
- 3. To work under the immediate supervision of the Trainer Coordinator;
- 4. To participate in other administrative, staff and organizational meetings as required;
- 5. To communicate concerns and comments to program officer and other HREIB staff members through the Trainer Coordinator.

Qualifications:

- 1. Education – BA or diploma in Accounting, or Administration or equivalent degree;

2. <u>Experience</u> – Minimum of two (2) years
3. <u>Skills</u> – Microsoft Office suite (Word, Excel, Power Point); Basic English, Burmese language proficiency
<u>Compensations:</u>
1. <u>Salary Scale</u> – Monthly Salary of xxxx MMK per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance.
2. <u>Other Benefits</u> - Basic health care insurance is covered subject to available organizational donor funding and social benefit policy.
3. <u>Professional Development</u> - (a) Opportunity to attend EQMM’s human rights education capacity building courses; (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

Position Title:	Administrative & Logistic Assistant
Report To:	Administrative & Logistic Coordinator
Grade Level:	Level 6
Duty Location:	Yangon
Organizational Responsibilities:	
1. <u>For the day-to-day administrative management operations which includes: human resources, donor/other organizations, administration and other services:</u>	
a) <u>Administration</u>	
Assists the local, regional, and international travel of staff members, others related to organizational funding agencies, resource persons or training participants i.e. air ticket, visa, invitation letter, local transportation, etc;	
Assists the operational needs of the office i.e. ordering office supplies, maintenance of fixtures, supervision of office housekeeping, paying of service provider bills, etc;	
Assists to organize the project files including electronic and paper copies and ensures that the filing systems are maintained and up-to-date;	
Arranges the allocation and distribution of publications in the office publication store room; assists other staff members in their search for a specific publication; and maintain the distribution records then submits to the administrative & logistic coordinator for checking;	

Checks daily on the general email account, faxes, mailed post and the office telephone phone line; and responds to /or forwards to the appropriate staff member when the administrative & logistic coordinator is not in office;

Answers incoming telephone calls and record messages for unavailable staff members when the administrative & logistic coordinator is busy or not in office;

Photocopy and scan official documents and related project operations as requested;

Maintains teaching materials inventory and office assets under the supervision of the administrative & logistic coordinator;

Prepares bi monthly Yangon office assets list and submits to the administrative & logistic coordinator for verification;

Manages to house keeper to clean office computers, desks, stationery shelves, library shelves etc as well as office cleaning;

Assists to monitor the use of office properties i.e. telephone, motorbike (if necessary), van (if necessary), computers & other equipments; and

Serves as clerical and secretarial functions.

b) **Human Resources**

Checks the electronic and manual staff attendance log in/out, prepares monthly reports then submits to the administrative & logistic coordinator for checking on the numbers of hours worked by each staff;

Assists to organize the organization's human resource files and ensures that the filing systems are up-to-date and secure;

Maintain leave application forms approved by staff supervisor for compensatory leaves and the administrative & finance manager for other types of leaves, then prepares the monthly '**leave summary**' report on leave days taken by each staff member and submits to the administrative & logistic coordinator for checking;

Updates daily the Equality Myanmar Yangon office notice board to describe staff location when the administrative & logistic coordinator is not available;

Assists to monitor and record Equality Myanmar Yangon office long distance/international telephone calls;

Assists to maintain the summarize monthly activities calendar for all programs/project or departments based in Yangon office to keep in designated notice board to be able to visible to all staff; and

Assists to monitor office rules under the supervision of the administrative & logistic coordinator, and

reports on disciplinary problems/issues to the administrative & logistic coordinator to pass to the administrative & finance manager.

c) **Donors/Other Organizations**

Arranges to post/provide requested education resources such as documentary, publication, etc to the remote offices and other partners organizations; and

Assists to liaise with other agencies and organizations on administrative matters under supervision of the administrative & logistic coordinator.

d) **Other**

Assists to organize and documents monthly Equality Myanmar – Yangon staff meetings, takes meeting minutes (if administrative & logistic coordinator is not available), and communicates the outcomes and decisions to staff (if the administrative & logistic coordinator is not available);

Manages the Equality Myanmar – Yangon library (recording books and keeping an inventory) and assists staff in their search for specific publications;

Organizes in keeping newspapers, display publications, periodic journals, reports and books from other organizations, interviews and other forms of news in a good order;

Arranges to clip articles related human rights issues upon on request;

Transcribing the executive director's interviews with medias; and

Provides other organizational tasks that may be assigned from time to time.

2. **For the day-to-day logistic operations which includes:**

Participates in monthly and weekly planning meetings with Yangon based project/program teams to agree on logistical operations if the administrative & logistic coordinator is not available;

Provides logistical assistance for meetings, conferences, seminars, workshops, trainings, events or campaigns organized by Equality Myanmar Yangon office under supervision of the administrative & logistic coordinator; and

Assists to the administrative & logistic coordinator in developing and disseminating application and invitation materials related with Equality Myanmar project activities; and

Assists to the administrative & logistic coordinator in developing the updated vendor quotes for logistic matters (i.e. hotel, training hall, press, flight tickets (domestic and international), etc).

Administrative Responsibilities:

1. To report to an office or approved work site for a minimum of seven(7) hours/ day and 5 days/ week (35 hours a week);
2. To follow the Code of Ethics, Human Resources Policies & Procedures Manual; Financial Policies &

Procedures Manual ; and other operations manuals of the organization;
3. To work under the immediate supervision of the administrative & logistic coordinator;
4. To assist to the administrative & logistic coordinator in supervision to the house keeper, general workers, and security guard; and
5. To participate in other administrative, staff and organizational meetings as required.
<u>Qualifications:</u>
1. <u>Education</u> – Diploma in administration or equivalent
2. <u>Experience</u> – Minimum of two (2) years experiences in administrative field
3. <u>Skills</u> – Microsoft Office suite (Word, Excel, Power Point); basic English, Burmese language proficiency
<u>Compensations:</u>
1. <u>Salary level</u> – Monthly Salary of Myanmar Kyat xxxx per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance.
2. <u>Other Benefit</u> – Basic health care insurance is covered subject to available organizational donor funding and social benefit policy.
3. <u>Professional development</u> – (a) Opportunity to attend EQMM’s human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

Position Title:	Administrative & Logistic Assistant
Report To:	Finance & Administrative Coordinator
Grade Level:	Level 6
Duty Location:	Mandalay
Organizational Responsibilities:	
1. <u>For the day-to-day administrative management operations which includes: human resources, donor/other organizations , administration and other services:</u>	
a) <u>Administration</u>	
Assists the local, regional, and international travel of staff members, others related to organizational funding agencies, resource persons or training participants i.e. air ticket, visa, invitation letter, local transportation, etc;	
Assists the operational needs of the office i.e. ordering office supplies, maintenance of fixtures, supervision of office housekeeping, paying of service provider bills, etc;	

Assists to organize the project files including electronic and paper copies and ensures that the filing systems are maintained and up-to-date;

Arranges the allocation and distribution of publications in the office publication store room; assists other staff members in their search for a specific publication; and maintain the distribution records then submits to the finance & administrative coordinator for checking;

Checks daily on the general email account, faxes, mailed post and the office telephone phone line; and responds to /or forwards to the appropriate staff member when the finance & administrative coordinator is not in office;

Answers incoming telephone calls and record messages for unavailable staff members when the finance & administrative coordinator is busy or not in office;

Photocopy and scan official documents and related project operations as requested;

Maintains teaching materials inventory and office assets under the supervision of the finance & administrative coordinator;

Prepares bi monthly Mandalay office assets list and submits to the finance & administrative coordinator for verification;

Manages to house keeper to clean office computers, desks, stationery shelves, library shelves etc as well as office cleaning;

Assists to monitor the use of office properties i.e. telephone, motorbike (if necessary), van (if necessary), computers & other equipments; and

Serves as clerical and secretarial functions.

b) **Human Resources**

Checks the electronic and manual staff attendance log in/out, prepares monthly reports then submits to the finance & administrative coordinator for checking on the numbers of hours worked by each staff;

Assists to organize the organization's human resource files and ensures that the filing systems are up-to-date and secure;

Maintain leave application forms approved by staff supervisor for compensatory leaves and the administrative & finance manager for other types of leaves, then prepares the monthly '**leave summary**' report on leave days taken by each staff member and submits to the finance & administrative coordinator for checking;

Updates daily the Equality Myanmar Mandalay office notice board to describe staff location when the administrative & logistic coordinator is not available;

Assists to monitor and record Equality Myanmar Mandalay office long distance/international telephone calls;

Assists to maintain the summarize monthly activities calendar for all programs/project or departments based in Mandalay office to keep in designated notice board to be able to visible to all staff; and

Assists to monitor office rules under the supervision of the finance & administrative coordinator, and reports on disciplinary problems/issues to the finance & administrative coordinator to pass to the administrative & finance manager.

c) **Donors/Other Organizations**

Arranges to post/provide requested education resources such as documentary, publication, etc to the remote offices and other partners organizations; and

Assists to liaise with other agencies and organizations on administrative matters under supervision of the finance & administrative coordinator.

d) **Other**

Assists to organize and documents monthly Equality Myanmar – Mandalay staff meetings, takes meeting minutes (if finance & administrative coordinator is not available), and communicates the outcomes and decisions to staff (if the finance & administrative coordinator is not available);

Organizes in keeping newspapers, display publications, periodic journals, reports and books from other organizations, interviews and other forms of news in a good order; and

Provides other organizational tasks that may be assigned from time to time.

2. **For the day-to-day logistic operations which includes:**

Participates in monthly and weekly planning meetings with Mandalay based project/program teams to agree on logistical operations if the finance & administrative coordinator is not available;

Provides logistical assistance for meetings, conferences, seminars, workshops, trainings, events or campaigns organized by Equality Myanmar Mandalay office under supervision of the finance & administrative coordinator; and

Assists to the finance & administrative coordinator in developing and disseminating application and invitation materials related with Equality Myanmar project activities; and

Assists to the finance & administrative coordinator in developing the updated vendor quotes for logistic matters (i.e. hotel, training hall, press, flight tickets (domestic and international), etc).

Administrative Responsibilities:

1. To report to an office or approved work site for a minimum of seven(7) hours/ day and 5 days/ week (35 hours a week);

2. To follow the Code of Ethics, Human Resources Policies & Procedures Manual; Financial Policies & Procedures Manual ; and other operations manuals of the organization;

3. To work under the immediate supervision of the finance & administrative coordinator;

4. To assist to the finance & administrative coordinator in supervision to the house keeper/general worker; and

5. To participate in other administrative, staff and organizational meetings as required.

Qualifications:

1. Education – Diploma in administration or equivalent
2. Experience – Minimum of two (2) years experiences in administrative field
3. Skills – Microsoft Office suite (Word, Excel, Power Point); basic English, Burmese language proficiency

Compensations:

1. Salary level – Monthly Salary of Myanmar Kyat xxx per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance.
2. Other Benefit – Basic health care insurance is covered subject to available organizational donor funding and social benefit policy.
3. Professional development – (a) Opportunity to attend EQMM’s human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

Position Title	Finance & Administrative Assistant
Grade Level:	Level 6
Report to:	Administrative Coordinator (CM)
Duty station:	Chiang Mai

Organizational Responsibilities:**1. For the day-to-day financial management operations:*****Banking***

Maintains the main organization bank account as well as each joint project bank accounts records located in Thailand in jointly responsibility with the administrative coordinator (CM);

Checks funds deposited to the organization’s main bank account and transfers them to their designated project account, and then submits a scan copy of that accounts bank statement and bank book to the senior finance officer (YGN) as soon as the installment is deposited to the account;

Arranges to withdraw funds from project bank accounts when authorized bank withdraw form is provided by the senior finance officer (YGN), and transfer funds to Burma based project accounts under supervision of senior finance officer (YGN);

Report three bids exchange rates as per fund transfer to Burma accounts to the senior finance officer; and

Maintains the record of bank account transactions and reconciles each account transaction into the 'bank book – manual' form.

Cash management

Manages the Chiang Mai office cash flow function, and the safe keeping of petty cash in the locked office safe box in jointly responsibility with administrative coordinator (CM);

Maintains a detailed record of cash added and disbursed from the Chiang Mai office petty cash into 'cash book' format; and

Conducts a weekly Chiang Mai office cash count and reconciles monthly the petty cash book.

Advance/Reimbursement/Salary

Pay monthly advances for Chiang Mai office operations to the administrative coordinator through the instruction of senior finance officer; and

Pay salary to Chiang Mai based staff upon confirmation by the senior finance officer.

Finance Reporting

Submits a monthly cash book along with cash count form which is verified by the administrative coordinator, bank book and other relevant supporting documents (bank book scan, salary slips, etc) to the senior finance office at the end of each month;

Assists in facilitating annual auditing process such as prepare filing, communication with auditor, etc; and

Following the organization's Financial Policies and Procedures Manual in all work related responsibilities

2. For day-to-day administrative operations which includes administration, human resources, and other services:

Administration:

Assists the operational needs of the Chiang Mai office, including the ordering of office supplies, the maintenance of office equipments, office housekeeping, paying of bills, office security, etc;

Manages and monitors the use of Chiang Mai office properties including telephones, computers, other equipments;

Assists the Chiang Mai office administrative files and filing systems including electronic and hard copies i.e. Chiang Mai office lease contract, foundation reports, etc, and ensures that they are maintained and up to date;

Acts for Chiang Mai office clerical and secretarial function;

Records the Chiang Mai office inventory of materials into the 'Assets Register' form then reports it bi monthly to the administrative coordinator (CM) for verification;

Assists in facilitating foundation related matters (annual report, etc);

Assists the logistical assistance for a variety of work activities including trainings, workshops, internships, forums, advocacy campaigns, meetings, conferences, press communications and documentation works if necessary;

Prepares the Chiang Mai office stock and distribution list of publications then reports it bi monthly to the administrative coordinator (CM) for verification; and

Provides IT support to Chiang Mai office which includes general computer services, server network, etc.

Human Resources

Prepares staff attendance report on the numbers of hours worked by Chiang Mai based staff as well as leave summary report then submit it to the administrative coordinator for verification at the end of every month; and

Assists in facilitating visa/work permits and health insurance arrangements for each Chiang Mai based staff.

Others:

Attends NGO/CBO (Thai, INGO, CBOs) collaboration events/meetings as HREIB representative to build good relationships with partner organizations, and updates the administrative coordinator (CM) on these activities;

Identifies and discusses opportunities for collaboration with NGO networks; and

Provides other organizational tasks that may be assigned from time to time.

Administrative Responsibilities:

1. To report to an office or approved work site for a minimum of seven(7) hours/ day and 5 days/ week (35 hours a week);
2. To follow the Code of Ethics, Human Resources Policies & Procedures Manual; Financial Policies & Procedures Manual ; and other operations manuals of the organization;
3. To work under the immediate supervision of the administrative coordinator (CM); and
4. To participate in other administrative, staff and organizational meetings as required.

Qualifications:

1. Education – Diploma in administration and financial management, or equivalent;
2. Experience – Minimum of two (2) years;
3. Skills – Microsoft office suite (Word, Excel, Power Point), IT & computer skills, Basic Thai and English, and Burmese Languages proficiency;

Compensations:

1. Salary level – Monthly Salary of Thai Baht xxxx with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half

month salary is covered subject to available organizational donor funding and a result on staff annual performance.
2. <u>Other Benefit</u> – Basic health care insurance is covered subject to available organizational donor funding and social benefit policy.
3. <u>Professional development</u> – (a) Opportunity to attend EQMM’s human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

Position Title	Administrative & Logistic Assistant – Colors Rainbow
Grade Level:	Level 6
Report to:	Finance & Administrative Coordinator – Colors Rainbow
Duty station:	Yangon

Organizational Responsibilities:

1. **For day-to-day administrative management operations which includes: Administration, Human Resources, and Financial Management:**

Manages incoming telephone calls and record messages for unavailable CRB staff members when the Finance & Administrative Coordinator is busy or not in the CRB office

Checks daily the office email account, fax, post and the office telephone line; and responding to /or forwarding relevant messages to the appropriate staff member when the Finance & Administrative Coordinator is not in office

Photocopy and scan official documents

Maintains inventory of materials and office assets under the supervision of the Finance & Administrative Coordinator

Assists in organizing project files and maintaining the office filing system

Maintains staff members’ mailing lists, network mailing lists, and other organizational mailing lists under the supervision of the Finance & Administrative Coordinator

Prepares postage of CRB publications, and checking the publications distribution and update lists and ensuring that the filing systems are maintained and up-to-date with monthly reports to the Finance & Administrative Coordinator;

Manages for maintaining the photo bank of keeping all activities related photo documents, and communicating the CRB staff members for required activity information descriptions; and

Assists the Finance & Administrative Coordinator in the daily management of the office..

Human Resources

Checks staff member attendance log book daily and compilation of monthly reports to the Finance & Administrative Coordinator on the number of hours worked by each CRB staff member

Maintains all leave request records approved by the and compiling monthly reports to the Finance & Administrative Coordinator on leave days by each CRB staff member for review

Maintains and organizing the human resource files and ensuring that the filing systems are up-to-date and secure

Monitors and records long distance/ international telephone calls and

Print the CRB staff member's individual work calendar on monthly basis and placing them on the designated notice board and in the office files.

Finance

Assists to the finance & administrative coordinator related project finance operations and reporting.

2. For the day-to-day logistic operations which includes:

Participates in monthly and weekly planning meetings with Colors Rainbow team to agree on logistical matters relating to program activities

Provides logistical assistance for meetings, conferences, seminars, workshops, trainings, events or campaigns organized by Colors Rainbow

Provides logistical assistance for shooting of CRB TV program under supervision of CRB TV program coordinator

Develops and disseminates application and invitation materials related with CRB project activities in consultation with CRB Program Officer and under supervision of the Finance & Administrative Coordinator and

Communicates with network members in consultation with CRB Program Officer and/or CRB Advocacy Coordinator.

3. Any other organizational tasks that may be assigned from time to time.

Administrative Responsibilities:

1. To report to an office or approved work site for a minimum of seven(7) hours/ day and 5 days/ week (35 hours a week);

2. To follow the Code of Ethics, Human Resources Policies & Procedures Manual; Financial Policies &

Procedures Manual ; and other operations manuals of the organization;
3. To work under the immediate supervision of the finance & administrative coordinator (CRB); and
4. To participate in other administrative, staff and organizational meetings as required.
<u>Qualifications:</u>
1. <u>Education</u> – Diploma in administration and financial management, or equivalent;
2. <u>Experience</u> – Minimum of two (2) years;
3. <u>Skills</u> – Microsoft office suite (Word, Excel, Power Point), IT & computer skills, Basic English, and Burmese Languages proficiency;
<u>Compensations:</u>
1. <u>Salary level</u> – Monthly Salary of Myanmar Kyat xxxx with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance.
2. <u>Other Benefit</u> – Basic health care insurance is covered subject to available organizational donor funding and social benefit policy.
3. <u>Professional development</u> – (a) Opportunity to attend EQMM’s human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

Position Title	Finance Assistant – Rays of Rainbow
Grade Level:	Level 6
Report to:	Project Coordinator (ROR) and Accountant (YGN)
Duty Station:	Kawthaung, Myanmar
<i>Organizational Responsibilities:</i>	
1. <u>For the day-to-day financial management operations:</u>	
<u>Banking</u>	
Withdraws funds from the joint project bank account for project activities based on payment requirements after authorization by the ROR project coordinator; maintains bank transaction records by completing the monthly ‘ bank book- manual ’ form; and submits monthly to the accountant (YGN) together with a scan copy of the project bank book; and	
Maintains project bank account records in a securely locked office safe;	
<u>Budget Planning</u>	
Assists the ROR project coordinator and the ROR administrative and project assistant prepare the annual	

financial plan for the ROR project proposals; and

Oversees the project budget flow, maintains quarterly the '**budget review**' form, and facilitates internal budget control.

Advances/reimbursements/expenses

Prepares advance payment requests related to project activities and office operations to be verified by the ROR project coordinator, and submitted to the accountant (YGN);

Acknowledges the receipt of advance payments and the monthly staff salaries to the accountant (YGN); and

Transfers/ reimburses funds to the ROR project coordinator or staff, and maintains records of transactions in the ROR finance office files.

Cash Management

Pays the ROR project and administrative staff weekly petty cash advances, and records the petty cash in and out from the locked ROR office safe box;

Maintains a detailed daily cash book that is submitted monthly together with a '**cash count**' form to the accountant (YGN);

Conducts a weekly cash count, and reconciles the petty cash book and bank book by completing monthly the '**cash book**' form, and submits them to the accountant (YGN) for verification; and

Maintains a detailed record of all cash added to and disbursed from the ROR office petty cash.

2. For providing financial management reporting on project activities:

Manages the project's financial reports along with expenditure balance sheet related to projects and office operations, and submits with supporting documentation, verified by the ROR project coordinator to the accountant (YGN) by the 15th of each month;

Maintains the ROR finance files record keeping system and ensures that all files are organized and in good condition;

Maintains files on ROR project grants and related documents;

Maintains the ROR financial reporting calendar;

Prepares draft financial reports to donors in a timely manner, and report to the accountant (YGN) for verification; and

Follows the organization's Financial Policies and Procedures Manual in all work related responsibilities.

3. For providing other organizational tasks that may be assigned from time to time.

4. <u>For paying the monthly salary to ROR Ranong based staff members.</u>
<u>Administrative Responsibilities:</u>
1. To report to an office or approved work site for a minimum of seven(7) hours/ day and 5 days/ week (35 hours a week);
2. To follow the Code of Ethics, <u>Human Resources Policies & Procedures Manual</u> ; <u>Financial Policies & Procedures Manual</u> ; and other operations manuals of the organization;
3. To work under the immediate supervision of ROR project coordinator and accountant (YGN); and
4. To participate in other administrative, staff and organizational meetings as required.
<u>Qualifications:</u>
1. <u>Education</u> – High school level in Myanmar, Diploma in accounting or certificate in accounting trainings;
2. <u>Experience</u> – Minimum of two (2) years;
3. <u>Skills</u> – Knowledgeable in using accounting tools i.e. Excel; Microsoft word, power point, photo shop basic English, and Burmese language proficiency
<u>Compensations:</u>
1. <u>Salary level</u> – Monthly Salary of Myanmar Kyat xxxx per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance.
2. <u>Other Benefit</u> - Basic health care insurance is covered subject to available organizational donor funding and social benefit policy.
3. <u>Professional development</u> – (a) Opportunity to attend ROR and EQMM’s human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national and regional levels.

Position Title	Administrative & Project Assistant – Rays of Rainbow
Grade Level:	Level 6
Report to:	Project Coordinator-ROR
Duty Station:	Kawthaung, Myanmar
<u>Organizational Responsibilities:</u>	
1. <u>For the day-to-day administrative management operations which includes: administration, human resources, and donor/other organizations:</u>	
a) <u>Administration:</u> Manages operational needs of the office/centers, including ordering office/centers supplies, maintenance of office equipment, supervision of office/centers housekeeping, paying of bills, etc; Supervises stock of publications, keeping them organized, maintain distribution list and pass it on to the	

project team;

Checks ROR facebook sites, post, and other communications on a daily basis and pass it on to the project teams;

Maintains center's assets lists record, and reporting bi monthly to the project coordinator for verification, then submit to HREIB administrative team;

Photocopy and scan of official documents as requested;

Serves as receptionist for the guests of organization;

Manages and monitoring the use of office properties e.g. computers & other equipments;

Assists in organizing project files and maintaining the office filing system; and

Manages for maintaining the photo bank of keeping all activities related photo documents, and communicating the projects staff members for required activity information descriptions.

b) **Human Resources:**

Checks the ROR staff member attendance log book daily and making monthly report to the project coordinator on the number of hours worked by each staff member;

Maintains all leave requests records approved by project coordinator and making monthly report to the project coordinator on the days of leaves by each staff member for review;

Responsible for maintaining and monitoring office rules, and reporting disciplinary problems and measures taken in coordination with project Coordinator and submit these to the HREIB's Administration and Finance Manager;

Maintains and organizes the human resource files and ensuring that the filing systems are up-to-date and secure;

Organizes each staff member's work calendar monthly and maintaining in office/center notice board; and

Updates the notice board daily for highlighting staff/ROR team member location.

c) **Donors/Other Organizations** – Sends 'post' documentary film copies to sub offices, training centers and other NGOs and CBOs as requested;

Liaises with other agencies and organizations on administrative matters; and

Attends NGO/CBO collaboration events/meetings to build good relationship with partner organizations if the project coordinator is not available.

2. **For providing training logistics which includes:**

Participates in monthly and weekly planning meetings with Project Team to agree on logistic matters

<p>relating to trainings and centre activities;</p> <p>Develops and disseminates application materials in consultation with Project Team if necessary;</p> <p>Communicates with participants and responding to questions about activities in consultation with Project Team;</p> <p>Maintains filing system with participant profiles;</p> <p>Schedules and arranges transportation for resource persons; and</p> <p>Arranges food/drinks/snacks for each activity.</p>
<p>3. <u>For facilitating which includes:</u></p> <p>Co-facilitates project trainings, discussions, meetings, workshops, and community events;</p> <p>Facilitates group discussions about HIV/AIDS, STI and Safer sex and human rights; and</p> <p>Performs as a LGBT organizer and interviewing.</p>
<p><u>Administrative Responsibilities:</u></p> <p>1. To report to an office or approved work site for a minimum of seven(7) hours/ day and 5 days/ week (35 hours a week);</p> <p>2. To follow the Code of Ethics, <u>Human Resources Policies & Procedures Manual</u>; <u>Financial Policies & Procedures Manual</u>; and other operations manuals of the organization;</p> <p>3. To work under the immediate supervision of the project coordinator; and</p> <p>4. To participate in other administrative, staff and organizational meetings as required.</p>
<p><u>Qualifications:</u></p> <p>1. <u>Education</u> – High school level in Myanmar</p> <p>2. <u>Experience</u> – Minimum of one (1) year</p> <p>3. <u>Skills</u> – Microsoft Office suite (Word, Excel, Power Point); basic English, and Burmese language proficiency</p>
<p><u>Compensations:</u></p> <p>1. <u>Salary level</u> – Monthly Salary of Myanmar Kyat xxxx per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding. Annual bonus of half month salary is covered subject to available organizational donor funding and a result on staff annual performance.</p> <p>2. <u>Other Benefit</u> - Basic health care insurance is covered subject to available organizational donor funding and social benefit policy.</p> <p>3. <u>Professional development</u> – (a) Opportunity to attend ROR and EQMM’s human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at regional levels.</p>

Position Title:	Cleaner & General Worker
Grade Level:	Level 7
Report to:	Administrative & Logistic Coordinator
Duty Station:	Yangon
Organizational Responsibilities:	
1. <u>For the day-to-day office cleaning which includes:</u> <ul style="list-style-type: none"> (a) Cleans daily to each office room including meeting rooms, library and toilets; (b) Cleans to office furniture including working table and library; (c) Cleans to office materials such as pillows, bedding, utensils and blankets etc, and maintain it appropriately; (d) Cleans weekly publication store room under supervision of the administrative & logistic coordinator; (e) Cleans weekly of training center; (f) <i>Cleans daily of the office kitchen including washing plates, glasses for guests and other office utensils after use; and</i> (g) <i>Cleans daily of the office compounds.</i> 	
2. <u>For the day-to-day office general works which includes:</u> <ul style="list-style-type: none"> (a) <i>Maintains daily of office newspapers in order and up-to-date under supervision of the administrative & logistic assistant;</i> (b) <i>Arranges to receive mail and parcel and delivers to administrative & logistic coordinator;</i> (c) <i>Serves of coffee, tea, fruit and water to office guests;</i> (d) <i>Prepares meeting refreshment and meeting room according to office meetings schedules; and</i> (e) <i>Checks of office cleaning and food supplies and reports to administrative & logistic coordinator e.g. coffee, milk, tissues etc.</i> 	
3. <u>For other work related activities which includes:</u> <ul style="list-style-type: none"> (a) Assists the administrative & logistic coordinator and administrative & logistic assistant in the daily management of the office; (b) <i>Reports monthly on the maintenance of office material to the administrative & logistic coordinator; and</i> (c) Provides other organizational tasks that may be assigned from time to time. 	
<u>Administrative Responsibilities:</u>	
1. To report to an office or approved work site for a minimum of seven (7) hours/ day and 5 days/ week (total 35 hours a week). Daily working hour start from 9:00 am to 4:00 pm;	
2. To help office main activities such as training, workshop/seminar, internship program, forum, campaign and other office related programs by the instruction of Program Officer and Administrative & Logistic Coordinator.	
3. To follow the Code of Ethics, <u>Human Resources Policies & Procedures Manual</u> ; <u>Financial Policies & Procedures Manual</u> ; and other operations manuals of the organization;	

4. To work under the immediate supervision of the administrative & logistic coordinator;
5. To participate in other administrative, staff and organizational meetings as required.
<u>Qualifications:</u>
1. <u>Education</u> – Class 8
2. <u>Experience</u> – Minimum years not applicable
3. <u>Skills</u> – Cooking and use of cleaning equipment/supplies
<u>Compensations:</u>
1. <u>Salary level</u> – Monthly salary of Myanmar Kyat xxxx per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding.
2. <u>Other Benefits</u> – Basic health care is covered subject to available organizational donor funding and social benefit policy.
3. <u>Professional development</u> – (a) Opportunity to attend EQMM’s human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

Position Title:	Cleaner & General Worker
Grade Level:	Level 7
Report to:	Finance & Administrative Coordinator - Mandalay
Duty Station:	Mandalay
Organizational Responsibilities:	
1. <u>For the day-to-day office cleaning which includes:</u>	
(a) Cleans daily to each office room including meeting rooms, library and toilets; (b) Cleans to office furniture including working table and library; (c) Cleans to office materials such as pillows, bedding, utensils and blankets etc, and maintain it appropriately; (d) Cleans weekly publication store room under supervision of the finance & administrative coordinator; (e) <i>Cleans daily of the office kitchen including washing plates, glasses for guests and other office utensils after use; and</i> (f) <i>Cleans daily of the office compounds.</i>	
2. <u>For the day-to-day office general works which includes:</u>	
(a) <i>Maintains daily of office newspapers in order and up-to-date under supervision of the finance & administrative coordinator;</i> (b) <i>Arranges to receive mail and parcel and delivers to finance & administrative coordinator;</i> (c) <i>Serves of coffee, tea, fruit and water to office guests;</i>	

<p>(d) <i>Prepares meeting refreshment and meeting room according to office meetings schedules; and</i></p> <p>(e) <i>Checks of office cleaning and food supplies and reports to finance & administrative coordinator e.g. coffee, milk, tissues etc.</i></p>	
<p>3. <u>For other work related activities which includes:</u></p> <p>(a) Assists the finance & administrative coordinator in the daily management of the office;</p> <p>(b) <i>Reports monthly on the maintenance of office material to the finance & administrative coordinator; and</i></p> <p>(c) Provides other organizational tasks that may be assigned from time to time.</p>	
<p><u>Administrative Responsibilities:</u></p> <p>1. To report to an office or approved work site for a minimum of seven (7) hours/ day and 5 days/ week (total 35 hours a week). Daily working hour start from 9:00 am to 4:00 pm;</p> <p>2. To help office main activities such as training, workshop/seminar, internship program, forum, campaign and other office related programs by the instruction of Program Officer and Administrative & Logistic Coordinator.</p> <p>3. To follow the Code of Ethics, <u>Human Resources Policies & Procedures Manual</u>; <u>Financial Policies & Procedures Manual</u> ; and other operations manuals of the organization;</p> <p>4. To work under the immediate supervision of the finance & administrative coordinator;</p> <p>5. To participate in other administrative, staff and organizational meetings as required.</p>	
<p><u>Qualifications:</u></p> <p>1. <u>Education</u> – Class 8</p> <p>2. <u>Experience</u> – Minimum years not applicable</p> <p>3. <u>Skills</u> – Cooking and use of cleaning equipment/supplies</p>	
<p><u>Compensations:</u></p> <p>1. <u>Salary level</u> – Monthly salary of Myanmar Kyat xxxx per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding.</p> <p>2. <u>Other Benefits</u> – Basic health care is covered subject to available organizational donor funding and social benefit policy.</p> <p>3. <u>Professional development</u> – (a) Opportunity to attend EQMM’s human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.</p>	

Position Title:	Office Clerk
Report To:	Administrative & Logistic Assistant

Grade Level:	Level 7
Duty Location:	Yangon

Organizational Responsibilities:

1. **For the day-to-day administrative management operations which includes: Administration, Publication Management, Resource Center Management, and General.**

a) **Administration**

Manages reception including telephone, visitors, receipt and distribution of packages and post;

Keeps the reception area attended, neat and tidy all the time;

Delivers outgoing messages such as training invitation, travel arrangement, meeting appointment, packages and mail, etc as assigned;

Helps organizing office activities;

Documents creation, updates, copying, scanning, printing, typing, proofread, etc as requested;

Communicates with employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints;

Maintains inventories of supplies and materials involved printing paper, ink, paper clips, staplers, files, folders, correction fluid, and other kitchen suppliers, prepare purchase requisitions and requests for payment on a monthly basis;

Assists the operational needs of the office i.e. ordering office supplies, maintenance of fixtures, paying of service providers bills and invoices, etc;

Monitors office assets and inventories (phones, fax, copiers, projection equipments, printers, etc) and alert appropriate staff about any issues or problems under supervision of the administrative & logistic assistant;

Perform a variety of routine clerical administrative duties and responsibilities involved in meetings arrangement (venue, refreshment, etc), act as office receptionist, maintain a variety of routing administrative records, logs, and files;

Collect and distribute paperwork such as office announcement, office staff activities (social welfare, staff lunch), etc from one department to another; and

Maintain accurate and up-to-date office files and records for assigned areas.

b) **Publication Store Management**

Processes mail and IEC materials including receiving, sorting, time-stamping, logging, packing, and distribution incoming and outgoing correspondence and packages, act as office publication store

keeper, maintain stock and distribution records on a daily basis then report to the administrative & logistic assistant on a bi weekly basis; and

Keeps IEC materials/publication store in a good order;

c) **Resource Center Management**

Manages EQMM resource center including receiving, logging, recording, etc and assists staff in their search for specific books;

Keep books in resource center in good order;

Organizes in keeping newspapers, display publications, periodic journals, reports and books from other organizations, interviews and other forms of news in a good order;

Arranges to clip articles related human rights issues upon on supervisor's request;

Transcribes the executive director's interviews with medias upon on supervisor's assignment; and

Reports the progress of resource center development to the administrative & logistic assistant on a monthly basis.

d) **General**

Serves as clerical and secretarial office functions;

Makes a list for office supplies procurement requisition to be reported to the administrative & logistic assistant, and arranges to buy on a regular basis; and

Pays monthly service providers bill.

Administrative Responsibilities:

1. To report to an office or approved work site for a minimum of seven(7) hours/ day and 5 days/ week (35 hours a week);
2. To follow the Code of Ethics, Human Resources Policies & Procedures Manual; Financial Policies & Procedures Manual ; and other operations manuals of the organization;
3. To work under the immediate supervision of the administrative & logistic assistant;
4. To participate in other administrative, staff and organizational meetings as required.

Qualifications:

1. Education – Certificate on administrative related courses;
2. Experience – Minimum of two (1) year experiences in administrative field
3. Skills – Microsoft Office suite (Word, Excel, Power Point); basic English, Burmese language proficiency

Compensations:

1. <u>Salary level</u> – Monthly Salary of xxxx MMK per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding.
4. <u>Other Benefit</u> – Basic health care insurance is covered subject to available organizational donor funding and health care policies.
5. <u>Professional development</u> – (a) Opportunity to attend EQMM’s human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels.

5. Administrative Human Resources Forms

[Activity Report Form Audio Visual Unit](#)

[Assets List Form](#)

[Capital Equipment Form](#)

[Conference Travel Form](#)

[Daily Training Summary Form](#)

[Departure Assistance Package Form](#)

[Departure Clearance Form](#)

[Driver Authorization Form](#)

[Education Material Request Order Form](#)

[Education Material Inventory Report](#)

[Employee Time Sheet Form](#)

[Equipment Rental Agreement Form](#)

[Internship Application Form](#)

[Leave Application Form](#)

[Leave Summary Report Form](#)

[Letter of Recommendation Form](#)

[Loan Application Form](#)

[Media News Report Form](#)

[Monthly Report Form](#)

[Memorandum of Understanding](#)

[Offer of Employment Letter Form](#)

[Performance Evaluation Form](#)

[Personnel Information Form](#)

[Position \(Job\) Description Form](#)

[Position Paper Form](#)

[Pre Test Form](#)

[Request Form Audio Visual Unit](#)

[Resignation Acceptance Letter Form](#)

[Resignation Letter Form](#)

[S.W.O.T. Recruitment Analysis Form](#)

[Short Listing Matrix Form](#)

[Summary of Pre Test - Post Test Form](#)

[Supervisory Evaluation Form](#)

[Trainer Request Form](#)

[Trainer Activity Report Form](#)

[Training Attendant Sheet Form](#)

[Training Evaluation Form](#)

[Training Participant Follow-Up Questionnaire Form](#)

[Training Schedule Form](#)

[Transport Request Form](#)

[Travel Authorization Form](#)

[Training of Trainers Application Form](#)

[Vacancy Announcement Form](#)

[Vehicle Log Sheet](#)

[Welcome Letter Form](#)

Activity Report Form_ Audio Visual Unit

This form must be completed once a month and submitted to the Development Officer and Program Manager/Deputy Director by the 15th of the following month. A separate table should be filled out for each completed activity (shooting, editing, etc.). For example, if multiple video shoots took place, copy and paste the blank Video Shooting table form to fill out as needed. Please include other supporting documents (photos, participant evaluation forms, etc.) with submission.

Video Shooting

Start Date**End Date**

Shooting Location

Project

Topic

Episode Number(s)

HREIB Staff Involved

External Consultants

Participants/Actors

Air or Release Date

General Description

Challenges

--

Editing

Start Date

End Date

Project

Topic

Episode Number(s)

HREIB Staff Involved

External Consultants

Air or Release Date

General Description

--

Challenges

--

--

Script Writing

Start Date

End Date

Project

Topic

Episode Number(s)

HREIB Staff Involved

External Consultants

Shooting Dates

General Description

Challenges

Other

Dates

General Description



Report submitted by:

Date:

Assets List Form

Purpose - This form is to provide the location of the organization's assets.

ရည်ရွယ်ချက် - ဤဖောင်ပုံစံသည် အဖွဲ့အစည်းပိုင်ဆိုင်ပစ္စည်းများ၏ တည်ရှိနေရာကို ဖော်ပြရန် အသုံးပြုသည်။

Name of Responsible Staff (တာဝန်ရှိသောဝန်ထမ်းအမည်):							
Sr.No (စဉ်)	Items (အမျိုးအမည်)	Item Number (ပစ္စည်းမှတ်ပုံတင် အမှတ်)	Model Number	Location site (တည်ရှိနေရာ)	Date of Receive Item (လက်ခံရရှိသော နေ့စွဲ)	Date of Return Item (ပြန်လည် အပ်နှံသော နေ့စွဲ)	Remark (မှတ်ချက်)

Authorized by(ခွင့်ပြုသူ):

Signature (လက်မှတ်) :

Name (အမည်) :

Position (ရာထူး):

Department/Program (ဌာန/ပရိုဂရမ်):

Date(နေ့စွဲ):

Staff Responsible (တာဝန်ရှိသောဝန်ထမ်း):

Signature (လက်မှတ်) :

Name (အမည်):

Position (ရာထူး) :

Department/Program (ဌာန/ပရိုဂရမ်):

Date ((နေ့စွဲ):

[Back to Contents](#)

Capital Equipment Form

Report as of this date: (month/date/year)

Organization:

[illegible]

[Back to Contents](#)

Conference Travel Form

Purpose – This form is to secure approval to attend a conference/internship/training and it should be submitted to administrative & finance manager with a copy of the invitation. The administrative & finance manager consults with the Deputy Director to decide whether the staff member invited is appropriate or if another staff should attend.

ရည်ရွယ်ချက် - ဤဖော်စုံသည် အစည်းအဝေးများ၊ အလုပ်သင်အစီအစဉ်များ၊ သင်တန်းများတက်ရောက်ရန် ခွင့်ပြုချက်ရရှိစေရန်အတွက်ဖြစ်ပြီး အုပ်ချုပ်ရေးနှင့် ဘဏ္ဍာရေးမန်နေဂျာထံသို့ ဖိတ်စာနှင့်တကွ တင်သွင်းရမည်။ ထိုဖိတ်ကြားခံရသောဝန်ထမ်းနှင့် ဖိတ်ကြားမှု သင့်လျော်ကိုက်ညီခြင်းရှိမရှိ သို့မဟုတ် အခြားဝန်ထမ်းတဦး တက်သင့်မတက်သင့်ကို အုပ်ချုပ်ရေးနှင့် ဘဏ္ဍာရေးမန်နေဂျာက လက်ထောက် ညွှန်ကြားရေးမှူးနှင့်တိုင်ပင်ရန် ဖြစ်သည်။

1. Staff Information (ဝန်ထမ်းအကြောင်းအရာ)

Name of Staff (ဝန်ထမ်းအမည်) :

Position (ရာထူး):

Department/Program (ဌာန/ပရိုဂရမ်):

Supervisor's Name (အထက်ကြီးကြပ်သူအမည်):

Date of Request (တောင်းဆိုသည့်နေ့စွဲ):

2. Conference Information (အစည်းအဝေး အကြောင်းအရာ)

Types of Conference (အစည်းအဝေးအမျိုးအစား):

Local (နိုင်ငံတွင်း): ☐ Regional (ဒေသအတွင်း): ☐ International (နိုင်ငံတကာ): ☐

Start date (စတင်နေ့စွဲ):

End date (ပြီးဆုံးနေ့စွဲ):

Total numbers of days (စုစုပေါင်းရက်):

3. Purpose of Conference (အစည်းအဝေး၏ ရည်ရွယ်ချက်)

Please explain the purpose for conference more specific;

အစည်းအဝေး၏ ရည်ရွယ်ချက်များကို အသေးစိတ်ရှင်းပြပါ။ (ဖိတ်စာကို ပူးတွဲတင်ပြပါ)

4. Travel Allowance Status (ခရီးစရိတ်ကုန်ကျမှုကျခံခြင်းအခြေအနေများ)

Travel Costs (ခရီးစရိတ်)	EQMM (ညီမျှခြင်း - မြန်မာ)	Others (အခြား)
Air Fares (လေယာဉ်)		
Accommodation (တည်းခိုခ)		
Local Transportation (ဒေသတွင်းသွားလာမှုကုန်ကျစရိတ်)		
Per diem (အသေးသုံးစရိတ်)		
Others (အခြားကုန်ကျမှုများ)		

-----:

Applicant’s signature

Date:

[Back to Contents](#)

Daily Training Summary Form

Name: အမည်။.....

Date: ရက်စွဲ။.....

Location နေရာ။.....

1. Any deviations from the planned schedule for the day (and if so, why)?

-
-
-
-
-

2. Response from the participants – what worked well and what didn't work so well? Were the participants motivated for learning? How did they respond to the different sessions? Should anything be changed for tomorrow's sessions?

-
-
-
-
-

3. Challenges – were there any problems with the organization of the training? Was there particular challenges relating to the background of the participants? Was the level of content right?

-
-
-
-
-

4. Examples / quotes on feedback or comments on the trainings from the participants:

-
-
-
-

Departure Assistance Package Form

Purpose – This form is to provide in cash payment determined by the following formula: For each year that a staff member worked she/he get one (1) week of her/his salary upon departure. The below table must be completed and dated by an authorized representative of each department listed.

ရည်ရွယ်ချက် - ဤဖော်မံပုံစံသည် အောက်ပါ နည်းနာပုံစံများအတိုင်း တွက်ချက်ထားသည့် ငွေကြေးခံစားခွင့်များကို ပေးအပ်ရာတွင် အသုံးပြုသည်။ ဝန်ထမ်းတယောက်သည် အဖွဲ့အစည်းတွင်လုပ်ကိုင်ခဲ့သည့်နှစ်တစ်ခုတိုင်းအတွက် လစာငွေ၏ တပတ်စာကို နှုတ်ထွက်ချိန်တွင် ခံစားခွင့်ရှိသည်။ အောက်ပါဇယားကို သက်ဆိုင်ရာဌာနတိုင်းက လုပ်ပိုင်ခွင့်ရှိသည့် ကိုယ်စားလှယ်တိုင်းက ပြည့်စုံအောင်ဖြည့်စွက်ပြီး အတည်ပြုသည့်နေ့ရက်အား မှတ်တမ်းတင်ပေးရန် ဖြစ်သည်။

Name of Staff (ဝန်ထမ်းအမည်) :

Position (ရာထူး):

Department/Program (ဌာန/ပရိုဂရမ်):

Email (အီးမေးလ်):

Phone (ဖုန်း):

Resignation Submitting Date (နှုတ်ထွက်စာသည့်ရက်စွဲ):

Last day of Worked (နောက်ဆုံးအလုပ်လုပ်ရက်စွဲ):

Administrative Department (အုပ်ချုပ်ရေးဌာန)

Formula	Pay Scale	Length of Employment	Departure Package	Department Contact	Verified by	Verified Date

Finance Department (ဘဏ္ဍာရေးဌာန)

Departure Package	Department Contact	Paid by	Received by	Paid Date

[Back to Contents](#)

Departure Clearance Form

Purpose – A staff member is required to return the organization’s properties to the respective department before leaving the service of organization. He/she is instructed to bring this form to the various departments as stated below to obtain clearance before collecting of salary, resignation package and recommendation letter.

ရည်ရွယ်ချက် - ဝန်ထမ်းများသည် အဖွဲ့အစည်းမှ မနှုတ်ထွက်ခင် အဖွဲ့ပိုင်ပစ္စည်းများကို သက်ဆိုင်ရာဌာနများသို့ ပြန်လည်အပ်နှံရန် လိုအပ်သည်။ ထိုဝန်ထမ်းအနေဖြင့် လစာများ၊ နှုတ်ထွက်ခြင်းခံစားခွင့်များနှင့် ထောက်ခံစာများမရယူခင် ယခုဖောင်ကို ဖော်ပြထားသည့်သက်ဆိုင်ရာဌာနများကို ယူဆောင်သွားပြီး ကင်းရှင်းကြောင်းများကို ရယူရမည်။

Name of Staff (ဝန်ထမ်းအမည်) :

Position (ရာထူး):

Department/Program (ဌာန/ပရိုဂရမ်):

Email (အီးမေးလ်):

Phone (ဖုန်း):

Resignation Submitting Date (နှုတ်ထွက်စာသည့်ရက်စွဲ):

Last day of Worked (နောက်ဆုံးအလုပ်လုပ်ရက်စွဲ):

The below table must be completed and dated by an authorized representative of each department listed.

အောက်ပါဇယားကွက်များကို ဖော်ပြထားသည့်ဌာနတိုင်းမှ လုပ်ပိုင်ခွင့်ရှိသောကိုယ်စားလှယ်က ပြည့်စုံအောင်ဖြည့်စွက်၍ အတည်ပြုရက်စွဲ ဖော်ပြရန် ဖြစ်သည်။

Administrative Department (အုပ်ချုပ်ရေးဌာန)

Clearance is required on (ကင်းရှင်းချက်များ လိုအပ်သည့် နေရာများ)	Department Contact (ဌာန ဆိုင်ရာ ဆက်သွယ်ကိုယ်စားလှယ်)	Outstanding Items (ကင်းရှင်းရန် ကျန်ရှိနေသေးသောအရာများ)	Verified by (အတည်ပြုသူ)	Cleared Date(ကင်းရှင်းသောနေ့)
Office Equipments				
Staff Card				

Finance Department (ဘဏ္ဍာရေးဌာန)

Clearance is required on (ကင်းရှင်းချက်များ လိုအပ်သည့် နေရာများ)	Department Contact (ဌာန ဆိုင်ရာ ဆက်သွယ်ကိုယ်စားလှယ်)	Outstanding Items (ကင်းရှင်းရန် ကျန်ရှိနေသေးသောအရာများ)	Verified by (အတည်ပြုသူ)	Cleared Date(ကင်းရှင်းသောနေ့)
Financial Report and Receipts of Last activity				
Person Loan				

Program Department

Clearance is required on (ကင်းရှင်းချက်များ လိုအပ်သည့် နေရာများ)	Department Contact (ဌာန ဆိုင်ရာ ဆက်သွယ်ကိုယ်စားလှယ်)	Outstanding Items (ကင်းရှင်းရန် ကျန်ရှိနေသေးသောအရာများ)	Verified by (အတည်ပြုသူ)	Cleared Date(ကင်းရှင်းသောနေ့)
Activity Report of Last activity				

Others				
--------	--	--	--	--

[Back to Contents](#)

Driver Authorization Form

Purpose - This form must be completed in advance before driving EQMM vehicles. This is to ensure that the driver is authorized to drive EQMM vehicles approved by Administrative Coordinator. This form must be signed by the assigned driver and Administrative & Logistic Coordinator.

ရည်ရွယ်ချက် - ဤဖောင်ပုံစံကို EQMM ၏ယာဉ်များကို မမောင်းနှင်မီဖြည့်စွက်ရမည်။ ထိုယာဉ်မောင်းသည် EQMM ၏ ယာဉ်များကို မောင်းနှင်ရန် အုပ်ချုပ်ရေးတာဝန်ခံက ခွင့်ပြုထားကြောင်း သေချာစေရန်ဖြစ်သည်။ ယခုဖောင်ကို တာဝန်ပေးသည့်ယာဉ်မောင်းနှင့် အုပ်ချုပ်ရေးနှင့် ထောက်ပံ့ ညှိနှိုင်းရေးမှူးတို့က လက်မှတ်ထိုးရမည်။

1. Assigned Driver Information (တာဝန်ပေးသည့်ယာဉ်မောင်းအကြောင်းအရာများ)

Name (အမည်) :

Nationality (နိုင်ငံသား):

NRC Number (မှတ်ပုံတင်နံပါတ်):

Address (လိပ်စာ):

Mobile Number (ဖုန်းနံပါတ်):

2. Driving License Information (ယာဉ်မောင်းလိုင်စင် သတင်းအချက်အလက်များ)

License Type (လိုင်စင်အမျိုးအစား):

License Number (လိုင်စင်နံပါတ်):

Valid Date (သက်တမ်း):

3. Trip Information (သွားလာသည့်ခရီးအကြောင်း)

Departure Date & Time (ထွက်ခွာ ရက်စွဲ နှင့် အချိန်)	
Departure Location (ထွက်ခွာ ဒေသ)	
Arrival Date & Time (ဆိုက်ရောက် ရက်စွဲ နှင့် အချိန်)	
Designation Location (ဆိုက်ရောက်ဒေသ)	
Driving fee/day (တရက်ယာဉ်မောင်းနှန်ခ)	

I have already read and understood the EQMM Vehicles Policies & Procedures and agreed these policies.

ကျွန်ုပ်သည် EQMM ယာဉ်မောင်းဆိုင်ရာပေါ်လစီများနှင့် လုပ်ထုံးလုပ်နည်းများကို ဖတ်ရှုလေ့လာထားပြီးလိုက်နာရန် သဘောတူပါသည်။

Driver's Signature:

Date:

Administrative & Logistic Coordinator's Signature

Date:

[Back to Contents](#)

Education Material Request Order Form

Purpose – This form must be completed by the requested individual or organization to Equality Myanmar to make education material orders. The completed form must be submitted to Equality Myanmar three work days before expected receipt of education material via: Tel : 09-44480-23569, and email: info@equalitymyanmar.org

ရည်ရွယ်ချက် - ဤဖောင်ပုံစံကို 'ညီမျှခြင်း - မြန်မာ' မှ သင်ထောက်ကူအရင်းအမြစ်ပစ္စည်းများ အဆိုပြု မှာယူရာတွင် အဆိုပြုမှာယူမည့် အဖွဲ့အစည်း (သို့) လူပုဂ္ဂိုလ်တစ်ဦးချင်းစီမှ ပြည့်စုံစွာ ဖြည့်စွက်ရန် ဖြစ်သည်။ ဖြည့်စွက်ထားသော ဖောင်ပုံစံအား သင်ထောက်ကူပစ္စည်းများ ရရှိလိုသည့် ရက်ထက် အလုပ်လုပ်ရက် ငါး (၅) ရက် ကြိုတင်၍ 'ညီမျှခြင်း - မြန်မာ' သို့ ဖုန်းနံပါတ် ၀၉ ၄၄၈၀၂၃၅၆၉ နှင့် အီးမေးလ်: info@equalitymyanmar.org မှ တဆင့် ဆက်သွယ်ပေးပို့ရန် ဖြစ်သည်။

Name of Organization (အဖွဲ့အစည်းအမည်) :

Contact Person Name and Title (ဆက်သွယ်ရမည့် အမည် နှင့် ရာထူး):

Department/Program (ဌာန/ပရိုဂရမ်):

Date of Request (အဆိုပြုမှာယူသည့်နေ့စွဲ):

Mailing address (*please no PO Box numbers*) (လိပ်စာ နှင့် စာတိုက်အမှတ်):

City (မြို့): State/Province (ပြည်နယ်/ခရိုင်) : Zip/postal code (စာတိုက်အမှတ်):

Country (နိုင်ငံ): Phone (ဖုန်း): () Fax (ဖက်စ်): ()

Email (အီးမေးလ်)::

Provide information on intended purpose, locations, and beneficiaries of distribution and expected outcomes for EQMM outreach documentation purposes:

'ညီမျှခြင်း - မြန်မာ' ၏ ကွင်းဆင်းပညာပေးလုပ်ငန်းအစီအစဉ်၏ မှတ်တမ်းရေးရာများအတွက် သင်ထောက်ကူအရင်းအမြစ်ပစ္စည်းများ အဆိုပြုမှာယူသည့် ရည်ရွယ်ချက်များ၊ ဖြန့်ဝေမည့် အကျိုးခံစားခွင့်ရရှိမည့် ဦးတည်အုပ်စုများအကြောင်း၊ ဖြန့်ဝေမည့် ဒေသများ နှင့် မျှော်မှန်းရလဒ်များအား ပြည့်စုံစွာ ဖော်ပြပါ။

Requesting Order List (အဆိုပြုမှာယူစာရင်း):

Sr.No (စဉ်):	Name of Education Material (သင်ထောက်ကူပစ္စည်းအမည်):	Language (ဘာသာစကား):	Quantity (အရေအတွက်):	Expected Date of Receipt (ရရှိလိုသည့်နေ့စွဲ):	Remarks (မှတ်ချက်):
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

Terms of Condition (သတ်မှတ်ချက်နှင့်အခြေအနေများ):

.....agrees to adhere to the following terms:

..... မှ အောက်ပါ အချက်များအား သဘောတူပါသည်။

- a. The requested EQMM education material will not be used for commercial purposes.

အဆိုပြုမှာယူထားသည့် 'ညီမျှခြင်း-မြန်မာ' မှ ထုတ်ဝေသော သင်ထောက်ကူအရင်းအမြစ်ပစ္စည်းများအား အကျိုးအမြတ်အတွက် ရည်ရွယ်၍ ဖြန့်ဖြူးခြင်း ရောင်းချခြင်းအား တားမြစ်သည်။

- b. To credit EQMM when the materials are distributed to the beneficiaries.

အဆိုပြုမှာယူထားသည့် 'ညီမျှခြင်း-မြန်မာ' မှ ထုတ်ဝေသော သင်ထောက်ကူအရင်းအမြစ်ပစ္စည်းများအား ဖြန့်ဝေရာတွင် 'ညီမျှခြင်း-မြန်မာ' အဖွဲ့အစည်းအမည်အား အသိအမှတ်ပြု ဆောင်ရွက်ပေးရန်။

- c. To ensure the materials are not altered or changed in any way without the written permission of EQMM.

'ညီမျှခြင်း - မြန်မာ' ၏ စာရေးသားဖော်ပြထားသော ခွင့်ပြုချက်မရရှိဘဲ သင်ထောက်ကူအရင်းအမြစ် ပစ္စည်းများအား ပြုပြင် ပြောင်းလဲခြင်း မပြုလုပ်ရန်။

.....
Order by:	Checked by:	Approved by:
Name:	Name:	Name:
Position:	Position: Administrative & Logistic Assistant	Position: Administrative & Logistic Coordinator
Organization:	Organization: Equality Myanmar	Organization: Equality Myanmar

[\(Back to Contents\)](#)

Education Material Inventory Report

Item Name :

Unit Measure:

Date	Incoming	Issue	Balance	Remark
Total				

Employee Time Sheet

Purpose:

Employee Name:		Year:	
Position:		Month:	
Program/Department:		Brach/Office:	
Prepared by:		Working Hours:	
		Working Days:	

Days	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Mon	Tue
Dates	1	2	3	4	5	6	7	8	9
Start Time									
Lunch Time									
End Time									
Sub Total Working Hours									
Paid Leaves									
Sick Leave									
Vacation Leave									
Sub Leave									
Other Paid Leaves									
Grant Project % of working hours									
Donor1									

Donor 2									
Donor 3									
Donor 4									
Total Working Hours/Days									

of Days Worked:

of Hours Worked:

Purpose (if out of town)	
Comments:	

Approved by:

Signature:

Supervisor's Name:

Position:

Date:

Verified by:

Signature:

Name of Admin – In charge:

Position:

Date:

[Back to Contents](#)

Equipment Rental Agreement Form

This equipment rental agreement is between ----- (Organization Name – borrower) and Equality Myanmar (EQMM – lender).

ညီမျှခြင်း - မြန်မာ နှင့် (.....) တို့အကြား ပစ္စည်းငှားရမ်းမှုအတွက် သဘောတူညီ ဆောင်ရွက်ချက်များ ဖြစ်သည်။

Rental Equipment subject to this agreement: (ငှားရမ်းခြင်းဆိုင်ရာသဘောတူညီချက်များ)

The ----- will rent the equipment listed as below start from ----- (Time), ----- (Date) and return to ----- (Time), ----- (Date).

----- သည် အောက်ဖော်ပြပါ ပစ္စည်းများအား ----- (အချိန်) ----- (ရက်) မှ ----- (အချိန်) ----- (ရက်) အထိ ငှားရမ်းမည် ဖြစ်သည်။

Sr.No (စဉ်)	Equipments (ပစ္စည်းအမျိုးအမည်)	Make & Model (မော်ဒယ်နှင့် အမျိုးအစား)	Quantity (အရေအတွက်)

Equipment Rental Terms: (သတ်မှတ်ချက်များ)

- The equipments must be returned immediately to EQMM as the above return date and time schedule.
သဘောတူသတ်မှတ်ထားသည့်ရက်အတိုင်း ငှားရမ်းပစ္စည်းများအား EQMM သို့ ပြန်လည်အပ်နှံရမည်။
- The borrower assumes all risks of loss or damage to the equipment from any cause, and agrees to return it to the EQMM in the condition received from the HREIB.
ငှားရမ်းပစ္စည်းများ ပျက်စီး ပျောက်ဆုံး မတော်တဆဖြစ်မှုများအတွက် ငှားရမ်းသူဘက်မှ တာဝန်ယူရမည် EQMM သို့ ငှားရမ်းစဉ် ပစ္စည်းအခြေအနေအတိုင်း ပြန်လည်အပ်နှံရမည်။
- The borrower must take responsibility to repair the equipment or replace the equipment with same model and make of EQMM's equipment if the equipment is damaged or lost.
ငှားရမ်းပစ္စည်း ပျက်စီးပါက ငှားရမ်းသူမှ တာဝန်ယူ၍ ပြင်ဆင်ခြင်း နှင့် ပျောက်ဆုံးပါက တူညီသော ပစ္စည်း မော်ဒယ် အမျိုးအစားအတိုင်း ပြန်လည်ပေးလျှော်ရမည်။

4. The borrower must inform to EQMM immediately if the equipment is damaged or lost.
ငှားရမ်းပစ္စည်း ပျက်စီး ပျောက်ဆုံးမှုများ ဖြစ်ပေါ်ပါက ငှားရမ်းသူသည် EQMM သို့ ချက်ချင်း အကြောင်းကြားရမည်။
5. The borrower is required to pay renting charges to EQMM for renting this equipment.
ငှားရမ်းသူသည် ငှားရမ်းခ သတ်မှတ်ထားသည့် နှုန်းအတိုင်း EQMM သို့ ပေးအပ်ရမည်။

This agreement letter has been read and signed by:

သဘောတူညီချက်များအား ဖတ်ရှု၍ သဘောတူညီကြောင်း လက်မှတ်ရေးထိုးပါသည်။

.....

Borrower (ငှားရမ်းသူ):

Name (အမည်) :

Position (ရာထူး) :

Organization (အဖွဲ့အစည်း) :

.....

Lender (ငှားပေးသူ) :

Name (အမည်) :

Position (ရာထူး) :

Organization (အဖွဲ့အစည်း) :

[Back to Contents](#)

Internship Application Form

Equality Myanmar- မှ အလုပ်သင်နည်းပြ (-----) ဦးကို -----အတွင်း အရည်အချင်းပြည့်ဝသော နည်းပြကောင်းများဖြစ်လာစေရန်ခေါ်ယူ လေ့ကျင့်ပေးသွားမည်ဖြစ်ပါသည်။စိတ်ဝင်စားသူများမှ တက်ရောက်ရန် လျှောက်ထားနိုင်ပါသည်။

အပိုင်း ၁။ ကိုယ်ရေး သတင်း အချက်အလက်				
အမည်				
မွေးသက္ကရာဇ်	___ နေ့ / ___ လ / ___ နှစ်	ကျား/မ	<input type="checkbox"/> ကျား <input type="checkbox"/> မ	
ကိုးကွယ်သည့် ဘာသာ	<input type="checkbox"/> ဗုဒ္ဓဘာ <input type="checkbox"/> ခရစ်ယာန် <input type="checkbox"/> အစ္စလာမ် <input type="checkbox"/> အခြား _____	ပညာအရည်အချင်း	<input type="checkbox"/> အထက်တန်း <input type="checkbox"/> ဘွဲ့.ရ <input type="checkbox"/> ဘွဲ့.လွန်	
လူမျိုး	_____	လက်ရှိ နေရပ်လိပ်စာ	_____ မြို့ . _____ ပြည်နယ်/ တိုင်း။	
ဖုန်းနံပါတ်		အီးမေးလ် လိပ်စာ		
အပိုင်း ၂။ အဖွဲ့အစည်းဆိုင်ရာအတွေ့အကြုံများ ၊				
အဖွဲ့အမည်		တာဝန်		
အဖွဲ့အမျိုးအစား	<input type="checkbox"/> အစိုးရဌာန <input type="checkbox"/> အစိုးရမဟုတ်သည့်အဖွဲ့အစည်း (NGO) <input type="checkbox"/> နိုင်ငံရေးပါတီ <input type="checkbox"/> လူထုအခြေပြုအဖွဲ့အစည်း			
ဦးတည်အုပ်စုအမျိုးအစား				
မိမိလုပ်ဆောင်နေသည့် လုပ်ငန်းအမျိုးအစား				
လက်ရှိအဖွဲ့တွင် လုပ်ကိုင်နေသည့် ကာလသက်တမ်း။	<input type="checkbox"/> ၁-နှစ်	<input type="checkbox"/> ၂-နှစ်	<input type="checkbox"/> ၃-နှစ်	<input type="checkbox"/> ၄-နှစ် <input type="checkbox"/> ၅-နှစ်အထက်

အပိုင်း ၃။ ဆရာဖြစ်သင်တန်းအလုပ်သင်/စေတနာ့ဝန်ထမ်း အထွေအကြံ			
မိမိတက် ရောက်ခဲ့ဖူးသော ဆရာဖြစ်သင်တန်းရှိပါသလား။	<input type="checkbox"/> တက်ဖူးသည်။ <input type="checkbox"/> လုံးဝ မတက်ဖူးပါ။	အလုပ်သင်/စေတနာ့ဝန်ထမ်း လုပ်ဖူးပါသလား။	<input type="checkbox"/> လုပ်ဖူးသည်။ <input type="checkbox"/> လုံးဝ မလုပ်ဖူးပါ။
တက်ရောက်ခဲ့ဖူးသော ဆရာဖြစ်သင်တန်းများ။	ခေါင်းစဉ်	နေ့စွဲ	ပြုလုပ်၊ ပို့ချသည့်အဖွဲ့အစည်း
	1.	___ / ___ / ___	
	2.	___ / ___ / ___	
	3.	___ / ___ / ___	
လုပ်ခဲ့ဖူးသော အလုပ်သင်/စေတနာ့ဝန်ထမ်း အလုပ်များ။	1.	___ / ___ / ___	
	2.	___ / ___ / ___	
	3.	___ / ___ / ___	
အပိုင်း ၄။ အလုပ်သင်နည်းပြလျှောက်ထားခြင်းမျှော်မှန်းချက်များ			
မိမိ အလုပ်သင်နည်းပြ ပြုလုပ်လိုသည့် သင်တန်းစင်တာ	<input type="checkbox"/> ရန်ကုန်	<input type="checkbox"/> မန္တလေး	
ဤ အလုပ်သင်နည်းပြအစီအစဉ်ကို အဘယ်ကြောင့် စိတ်ဝင်စားသနည်း။			

ဤ အလုပ်သင်နည်းပြအစီအစဉ် မှ မည်သည့်အကြောင်း အရာ၊ ခေါင်းစဉ်များကိုအဓိက လေ့လာ လိုပါသနည်း။	
ဤ အလုပ်သင်နည်းပြအစီအစဉ်မှ မည်သည့် အရည်အချင်းများကို လေ့လာလိုပါသနည်း။	
ဤ အလုပ်သင်နည်းပြအစီအစဉ်မှ ရရှိသော အကြောင်း အရာများသည် မိမိနှင့် အဖွဲ့ အစည်း၊ လူမှုအသိုင်းအဝိုင်း အတွက် မည်သို့ သောအကျိုး ကျေးဇူးများ ရရှိစေမည်နည်း။	
အပိုင်း ၆။ အလုပ်သင်နည်းပြ အဖြစ်လျှောက်ထားမည့်သူများအတွက် လိုအပ်မည့်အရည်အချင်း။	
5. Equality Myanmar/HREIB မှ နည်းပြသင်တန်းဆင်းထားသူ ဖြစ်ရမည်။ 6. လူမျိုး၊ ကိုးကွယ်သည့်ဘာသာ၊ လိင် (ကျား၊မ)၊ အသားအရောင်၊ ခြားနားသန်စွမ်းသူ၊ လိင်စိတ်ခံယူမှုအပေါ် ခွဲခြားဆက်ဆံခြင်း မရှိသူဖြစ်ရမည်။ 7. စုပေါင်းလုပ်ဆောင်ခြင်းကို သဘောကျ နှစ်သက်သူဖြစ်ရမည်။ 8. ရုံးလုပ်ထုံးလုပ်နည်းများနှင့် ရုံးပိုင်းဆိုင်ရာ လုပ်ငန်းများနှင့် ရင်းနှီးကျွမ်းဝင်၊ စိတ်ပါဝင်စားသူဖြစ်ရမည်။ 9. ခရီးသွားလာနိုင်သူဖြစ်ရမည်။	

10. ဆင့်ပွားပညာပေးလုပ်ငန်းများလုပ်ဆောင်ရန် ဆန္ဒရှိသူဖြစ်ရမည်။
11. (င) လတာ အလုပ်သင်ကာလကို အချိန်ပြည့် မပျက်မကွက်တက်ရောက်နိုင်သူဖြစ်ရမည်။
12. ရုံးဆိုင်ရာ ချမှတ်မည့် စည်းကမ်းများကို လေးစားလိုက်နာနိုင်သူဖြစ်ရမည်။

အပိုင်း ၈၊ ထောက်ခံချက်

အလုပ်သင်နှည်းပြတာကရောက်ရန်အတွက်မိအဖွဲ့အစည်း (သို့) အဖွဲ့အစည်းတစ်ခုခုတာဝန်ရှိသူအနည်းဆုံး(၁) ဦးထောက်ခံပေးရန်လိုအပ်သည်။

ထောက်ခံပေးမည့်ပုဂ္ဂိုလ် (၁)

လက်မှတ်

အမည် :

တာဝန် :

အဖွဲ့အစည်း :

ဆက်သွယ်ရန်လိပ်စာ:

တယ်လီဖုန်း :

အီးမေးလ်လိပ်စာ :

ထောက်ခံပေးမည့်ပုဂ္ဂိုလ် (၂)

လက်မှတ်

အမည် :

တာဝန် :

<p>အဖွဲ့အစည်း :</p> <p>ဆက်သွယ်ရန်လိပ်စာ:</p> <p>တယ်လီဖုန်း :</p> <p>အီးမေးလ်လိပ်စာ :</p> <p>* အထက်ပါဖော်ပြချက်များသည် မိမိကိုယ်တိုင်ဖြည့်စွက်ထားသည့်အတိုင်းဖြစ်ကြောင်းအပ်ပါသည်။</p> <div style="text-align: right; margin-top: 100px;"> <p>လက်မှတ်</p> <p>လျှောက်ထားသူ</p> <p>နေ့စွဲ- / / ၂၀၁၄</p> </div>
လျှောက်လွှာပုံစံ ပေးပို့ခြင်း
<p>က။ အလုပ်သင်နည်းပြ လျှောက်လွှာကို ပြည့်စုံစွာရေးဖြည့်ပြီး -----တွင် နောက်ဆုံးထား၍ Equality Myanmar ရုံး၏ ----- ထံသို့ ပြန်လည်ပေးပို့ရမည်ဖြစ်သည်။ ရွေးချယ်ခံရသော အလုပ်သင်နည်းပြများအား -----ရက်နေ့တွင် ပြန်လည် အကြောင်းကြားပေးပါမည်။</p> <p>ခ။ အရွေးချယ်ခံရသော အလုပ်သင်နည်းပြများအတွက် လိုအပ်မည့် အောက်ပါတို့ကိုပံ့ပိုးပေးမည်ဖြစ်သည်။</p> <ol style="list-style-type: none"> 1. လစဉ်ထောက်ပံ့ကြေး ၁၅၀ ဝဝ ကျပ် 2. Equality Myanmar ၏ လုပ်ငန်းနှင့်သက်ဆိုင်သော ပြည်တွင်းခရီးသွားလာမှုစရိတ်များ 3. အလုပ်သင်နည်းပြအဖြစ် အရွေးချယ်ခံရသောသူသည် မန္တလေးမြို့ပြင်ပမှ လာရောက်သူဖြစ်ပါက နေထိုင်စရိတ် ကျပ် ၅၀ ဝဝ ကို လည်း ပံ့ပိုးသွားမည်ဖြစ်ပါသည်။

Leave Application Form

Purpose - This form must be completed for any types of leave. Vacation leave must be submitted within seven (7) days before the planned leave to ensure that the schedules are in place and co-workers know the status of any transfer of works. Leave application should be submitted to administrative & finance manager and immediate supervisor to get approval. Request for a leave without pay have to be submitted to M-COM who will decide whether or not long absences without pay will be allowed. If you have any questions, contact EQMM via info@equalitymyanmar.org

ရည်ရွယ်ချက် ဤဖောင်ပုံစံကို မည့်သည့်ခွင့်အမျိုးအစားကိုမဆို လျှောက်ထားရာတွင် ဖြည့်စွက်ရမည်။ အနားယူအပန်းဖြေခွင့်အမျိုးအစားအား မိမိခွင့်ယူလိုသည့်နေ့ရက်ထက် (၇) ရက်ကြိုတင်ပြီး တင်သွင်းရမည်။ ထိုသို့လုပ်ဆောင်ခြင်းဖြင့် အချိန်ဇယားများအဆင်ပြေစေရန်နှင့် အခြားလုပ်ဖော်ကိုင်ဖက်များ တာဝန်လွှဲပြောင်းစေနိုင်ရန် ဖြစ်သည်။ ဤဖောင်ပုံစံကို အုပ်ချုပ်ရေးနှင့် ဘဏ္ဍာရေးမန်နေဂျာနှင့် မိမိအထက်စီမံကွပ်ကဲသူများထံ ခွင့်ပြုယူရန် တင်ပြရမည်။ လစာခွင့်ယူခြင်းဖြစ်က ထိုလျှောက်လွှာကို စီမံအုပ်ချုပ်ရေးကော်မတီထံ တင်သွင်းရမည်ဖြစ်ပြီး ထိုကော်မတီက ခွင့်ပြုမပြုကိုဆုံးဖြတ်ပေးမည်။ သိရှိလိုသောအချက်များရှိပါက info@equalitymyanmar.org ထံ ဆက်သွယ်မေးမြန်းနိုင်သည်။

2. Staff Information (ဝန်ထမ်းအကြောင်းအရာ)

Name of Staff (ဝန်ထမ်းအမည်) :

Position (ရာထူး):

Department/Program (ဌာန/ပရိုဂရမ်):

Supervisor's Name (အထက်ကြီးကြပ်သူအမည်):

Date of Request (တောင်းဆိုသည့်နေ့စွဲ):

3. Requested Leave Category (တောင်းခံသည့်ခွင့်အမျိုးအစားများ)

Paid Leave (လစာနှင့်ခွင့်များ)			
Sick leave (ကျန်းမာရေးခွင့်)	<input type="checkbox"/>	Compensatory Leave (အစားထိုး အနားယူခွင့်)	<input type="checkbox"/>
Voting Leave (မဲပေးခွင့်)	<input type="checkbox"/>	Maternity leave (မိခင်မီးဖွားခွင့်)	<input type="checkbox"/>

Burial Leave (နာရေးခွင့်)	<input type="checkbox"/>	Paternity Leave (ဖခင်စောင့်ရှောက်ခွင့်)	<input type="checkbox"/>
Honeymoon Leave (ဟန်နီးမွန်းခွင့်)	<input type="checkbox"/>	Others (အခြား)	<input type="checkbox"/>
Leave Without Pay (လစာမဲ့ခွင့်) <input type="checkbox"/>			

4. Reason for Leave (ခွင့်တောင်းခံသည့်အကြောင်းအရင်းများ)

<p>Please explain the reason for leave more specific;</p> <p>ခွင့်တောင်းခံသည့် အကြောင်းအရင်းအား သေချာစွာ ရှင်းပြပါ။</p>

5. Requested Numbers of Leave (တောင်းခံသည့်ခွင့်ရက်များ)

Start date (စတင်နေ့စွဲ): Day/Month/Year End date (ပြီးဆုံးနေ့စွဲ): Day/Month/Year

Total numbers of days (စုစုပေါင်းရက်):

-----:

Applicant's signature

Date:

-----:

Supervisor's /Administrative & Finance Manager

Date:

[Back to Contents](#)

Leave Summary Report Form

Purpose: To summarize the numbers of leave taken by individual staff member per month.

Staff Name	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	S L	V L	Vo cL	De vL	B L	M L	P L	HM L	LWO P
Staff 1																					
Staff 2																					
Staff 3																					
Staff 4																					
Staff 5																					
Staff 6																					
Staff 7																					
Staff 8																					
Staff 9																					
Staff 10																					
Staff 11																					
Staff 12																					
Staff 13																					
Staff 14																					
Staff 15																					

[\(Back to Contents\)](#)

Letter of Recommendation Form

Purpose – This letter is to provide the staff member with a credible history of his/her skills, abilities, job performance, and accomplishments;

ရည်ရွယ်ချက် - ဤပုံစံသည် ဝန်ထမ်းများကို သူ၏ အတတ်ပညာကျွမ်းကျင်မှုများ၊ အရည်အချင်းများ၊ လုပ်ငန်းစွမ်းဆောင်နိုင်စွမ်းများနှင့် အောင်မြင်မှုများဆိုင်ရည် ရာဝင်ကောင်းများပေးနိုင်ရန်အတွက် ဖြစ်သည်။

Date (နေ့စွဲ):

To whom it may concern (သက်ဆိုင်သူသို့):

The description for the letter of recommendation may contain evidence or confirmation of some or all of the following:

ဤထောက်ခံစာတွင် ဖော်ပြထားသောအချက်များသည် အောက်တွင်ဖော်ပြထားသည့်အချက်များကို သက်သေပြခြင်း သို့မဟုတ် ခိုင်လုံအောင် တင်ပြခြင်းများဖြစ်ပါသည်။

- Previous positions held in the organization (လုပ်ဆောင်ခဲ့သော ရာထူးများအကြောင်းအရာ)
- Summary of job responsibilities (လုပ်ဆောင်ခဲ့သောအလုပ်တာဝန်နှင့် ဝတ္တရားများအနှစ်ချုပ်)
- Strengths, skills, and talents (အားကောင်းချက်များ၊ တက်ကျွမ်းမှုများနှင့် ပင်ကိုယ်စွမ်းရည်များ)
- Initiative, dedication, integrity, reliability, etc (ကနဦးလုပ်ဆောင်မှု၊ ဆုံးဖြတ်ချက်ခိုင်မာမှု၊ ပူးပေါင်းလုပ်ဆောင်မှုနှင့် အားကိုးယုံကြည်စိတ်ချရမှု စသည်ဖြင့်)
- Ability to work with a team (အဖွဲ့နှင့်လုပ်ဆောင်နိုင်စွမ်း)
- Ability to work independently (ကိုယ့်အားကိုးလုပ်ဆောင်နိုင်စွမ်း)

-----:

Signature

Name:

Position:

Organization:

[Back to Contents](#)

Loan Application Form

Purpose - This form is used for limited personal loans agreements between staff member and EQMM. Loans are to be used for emergency purposes only including weddings, burials, educations, births, etc. The staff member submits within seven (7) days before the planned loan to the senior finance officer and administrative & finance manager to get approval. The senior finance officer automatically deducts the agreement amount from the staff member's monthly payment.

ရည်ရွယ်ချက် - ဤဖောင်ပုံစံသည် ပန်ထမ်းနှင့် EQMM တို့အကြား သတ်မှတ်ထားသည့် တဦးချင်းငွေချေးယူမှုအတွက် အသုံးပြုရန်ဖြစ်သည်။ လက်ထပ်ထိမ်းမြားခြင်း၊ နာရေးအခမ်းအနားပြုလုပ်ခြင်း၊ ပညာရေးနှင့် ရင်သွေးမွေးဖွားခြင်းစသည့် အရေးပေါ်ကိစ္စများအတွက်အသုံးပြုရန်ဖြစ်သည်။ ငွေချေးယူလိုသူသည် ချေးယူလိုသည့်ရက်မတိုင်မှီ (၇) ရက်ကြိုတင်၍ ဤငွေချေးသည့်ဖောင်ကို အကြီးတန်းဘဏ္ဍာရေးအရာရှိနှင့် အုပ်ချုပ်ရေးနှင့်ဘဏ္ဍာရေးမန်နေဂျာထံ ခွင့်ပြုချက်ရယူရန် တင်သွင်းရမည်။ ဖောင်တွင်သဘောတူညီထားသည့် ငွေပမာဏကို အကြီးတန်းဘဏ္ဍာရေးအရာရှိက ပန်ထမ်း၏လစဉ် လစာထဲမှ အလိုအလျောက်ဖြတ်တောက်သွားလိမ့်မည်ဖြစ်သည်။

6. Staff Information (ပန်ထမ်းအကြောင်းအရာ)

Name of Staff (ပန်ထမ်းအမည်) :

Position (ရာထူး):

Department/Program (ဌာန/ပရိုဂရမ်):

Salary Rank (လစာနှုန်းထား):

Date of Request (တောင်းဆိုသည့်နေ့စွဲ):

7. Reason for Loan (ချေးငွေတောင်းခံသည့်အကြောင်းအရင်းများ)

Reason for Loan (ငွေချေးခြင်းအကြောင်းအရာ)			
Wedding (မင်္ဂလာဆောင်)	<input type="checkbox"/>	Education (ပညာရေး)	<input type="checkbox"/>

Burial (နာရေး)	<input type="checkbox"/>	Birth (ကလေးမီးဖွားခြင်း)	<input type="checkbox"/>
Others (အခြား)	<input type="checkbox"/>		

8. Finance Clearance (ဘဏ္ဍာရေးကင်းရှင်းမှုအခြေအနေများ)

Previous Loan Clearance (ယခင်ချေးငွေရှင်းလင်းခြင်းအခြေအနေများ): Yes ☐ No ☐

Balance Left (ဆပ်ရန် ကျန်သည့် ချေးငွေပမာဏ):

9. Loan Requested (တောင်းခံသည့်ခွင့်ရက်များ)

Start date (စတင်နေ့စွဲ): Day/Month/Year

End date (ပြီးဆုံးနေ့စွဲ): Day/Month/Year

Amount Requested (တောင်းခံသည့် ချေးငွေပမာဏ):

Agreed Repayment Amount (တလလျှင် ပြန်လည်ပေးဆပ်ရန် သဘောတူသည့် ပမာဏ):

-----:

Applicant's signature

Date:

-----:

Administrative & Finance Manager's Signature

Date:

[\(Back to Contents\)](#)

Media News Report Form

အမည် (နည်းပြ/အဖွဲ့) (Name)	
ရုံးစိုက်ရာ (Branch Location)	
နေ့စွဲ (Date)	

❖ လုပ်ရှားမှုအကြောင်းအရာ

ခေါင်းစဉ် (Title)	
အချိန် (Time)	
နေရာ (Place/Location)	
ပါဝင်သူဦးရေနှင့်အမျိုးအစား (Types & number of participants)	
ရည်ရွယ်ချက် (Purpose)	
အကျဉ်းချုပ် (Overview)	
အကျိုးရလဒ်များ (Impacts)	
ပရိတ်သတ်စကား ၁ (Audience 1)	
ပရိတ်သတ်စကား ၂ (Audience word 2)	
ပရိတ်သတ်စကား ၃ (Audience word 3)	

Monthly Report Form

Month: Report

Center:.....

Reported Date:..... (This form should be submitted to Supervisor on 2nd of every month)

All the activities which have done/involved by trainer teams both EQMM funded and non-EQMM funded activities including attending meetings, networking, etc. to keep as monthly team record.

No.	Date	Title of Activity	Objective of Activity	Content of Activity	Result	Organized by (Org)	Place	Responsible Staff member

[Back to Contents](#)

Memorandum of Understanding

On

Reproduction of Equality Myanmar / Human Rights Education Institute of Burma produced human rights education material

1. This Memorandum of Understanding (MoU) outlines the agreement between EQMM / HREIB and -----
----- (the Partnering Organisation) on the reproduction of EQMM / HREIB produced human rights education material in whole or in part.
2. The agreement covers the reproduction of the following material as per request from the partnering organisation:
 - a. – (copies)
 - b.
 - c.
3. EQMM / HREIB agrees to provide the soft copies of the above listed material in formats needed for reproduction no later than 5 days following the effective date of this agreement and to provide its education material free of charge, subject to fulfilment of the terms of this MoU by the Partnering Organisation.
4. ----- (the Partnering Organisation) agrees to adhere to the following terms:
 - a. The reproduced EQMM / HREIB material will not be used for commercial purposes;
 - b. To credit EQMM / HREIB for the development of the material in words and with logo on the reproduction of the material covered by this agreement;
 - c. Submit at least one copy of each of the materials reproduced in whole or in part to the Equality Myanmar office; and
 - d. Submit information on quantities, locations, and intended purpose/beneficiaries of distribution to the furthest extent possible to the Equality Myanmar office for outreach documentation purposes.
5. EQMM / HREIB will at any time have the right to recall its approval of the reproduction of its material should the terms provided for in Art. 4. not be adhered to by the Partnering Organisation.
6. The period covered by this MoU is from (-----) to (-----) should any of the parties wish to extend the agreed period prior written agreement will be annexed to this MoU.
7. This agreement will become effective upon the date of signing.

Signed by,

On behalf of Equality Myanmar,

On behalf of _____,

Title:

Title:

Name:

Name:

Date:

Date:

[Back to Contents](#)

Offer of Employment Letter

Purpose – The job offer letter is prepared by the administrative & finance manager and signed by the executive director for each new staff member. The letter is provided to the prospective new staff member when they are offered a position with the organization.

ရည်ရွယ်ချက် - ဤအလုပ်ကမ်းလှမ်းခြင်းစာကို ဝန်ထမ်းအသစ်တယောက်ချင်းစီအတွက် အုပ်ချုပ်ရေးနှင့် ဘဏ္ဍာရေးမန်နေဂျာက ပြင်ဆင်ကာ ညွှန်ကြားရေးမှူးက လက်မှတ်ထိုးပေးရမည်ဖြစ်သည်။ ဝန်ထမ်းသစ်တဦးအား အဖွဲ့ရှိ ရာထူးတာဝန်တစ်ခုတွင် ခန့်အပ်တော့မည်ဆိုပါက ဤစာ ပေးအပ်ရမည်။

Date (နေ့စွဲ):

Name of Candidate (ပေးပို့မည့်သူအမည်):

Mobile/Land line telephone no (မိုဘိုင်း/ အိမ်ဖုန်းနံပါတ်):

Email (အီးမေးလ်):

Dear xxxx,

Congratulation! Equality Myanmar is pleased to confirm you that you have been selected to work as a XXXXXXXXXXXX. We trust that your knowledge, skills and experiences will be suitable and fulfill our requirements and expectation for this position.

ညီမျှခြင်း - မြန်မာ အနေနှင့် သင့်ကို xxxxx ရာထူးတွင် ခန့်အပ်ရန်အတွက် ရွေးချယ်လိုက်ကြောင်း ဝမ်းမြောက်ပန်းသာစွာဖြင့် အကြောင်းကြားအပ်ပါသည်။ သင့်၏ ဗဟုသုတ၊ အတတ်ပညာကျွမ်းကျင်မှုနှင့် အတွေ့အကြုံများက ယခုရာထူး၏ လိုအပ်ချက်များနှင့် မျှော်လင့်ချက်များနှင့် ကိုက်ညီပြီး ပြည့်ဝနိုင်လိမ့်မည်ဟု မိမိတို့ယုံကြည်ပါသည်။

The position we are offering is that of “XXXXXXXXXX” at a salary of XXXXX MMK a month. This position reports to XXXXXX, of EQMM.

ယခု xxxx ရာထူးအတွက် လစဉ် မြန်မာငွေ xxxx ကိုပေးအပ်ရန် ကမ်းလှမ်းလိုပါသည်။ ယခုရာထူးအတွက် အစီရင်ခံရမည့်သူမှာ xxxxx ဖြစ်ပါသည်။

This position reports to a EQMM office at least 7 hours/day and 5 days/week (35 hours a week) and must abide by the Code of Ethics, Human Resources Policy & Procedures Manual and Financial Policy & Procedures Manual of the organization.

Benefit and related information relevant to the position include:

1. Probation Period:
2. Salary/Wages: XXXXXXX MMK a month during the probation period then increasing XXXXXXX MMK with satisfactory service after the probation period performance evaluation.

3. Yearly health accident insurance coverage after the probation period.
4. Yearly visa/work permit fee after probation period, if required.
5. Opportunity to attend EQMM's capacity building course offered occasionally.

သင့်အနေဖြင့် EQMM ရုံးသို့ တနေ့လျှင်အနည်းဆုံး (၇)နာရီ၊ တပတ်လျှင် (၅) ရက် (တပတ်လျှင် ၃၅ နာရီ) လုပ်ကိုင်ရမည်ဖြစ်ပြီး အဖွဲ့၏ကျင့်ဝတ်များ၊ လူသားရင်းမြစ်ပေါ်လစီနှင့် လုပ်ထုံးလုပ်နည်းလက်စွဲ၊ ဘဏ္ဍာရေးပေါ်လစီနှင့် လုပ်ထုံးလုပ်နည်းလက်စွဲပါအချက်များအားလုံးကို လေးစားလိုက်နာရမည်ဖြစ်သည်။

ယခုရာထူးနှင့်ပတ်သက်၍ ခံစားခွင့်ရှိသောခံစားခွင့်များမှာ

(၁) အစမ်းခန့်ကာလ

(၂) လစာဝင်ငွေ - အစမ်းခန့်ကာလအတွင်း တလလျှင် xxxx ကျပ်လစာငွေဖြစ်ပြီး အစမ်းခန့်ကာလလုပ်ငန်းဆောင်ရွက်မှုအကဲဖြတ်ဆန်းစစ်ချက်လုပ်ဆောင်ပြီးကျေနပ်လောက်ပါက လစာကို xxxx ကျပ်သို့ တိုးမြှင့်ပေးမည်။

(၃) အစမ်းခန့်ကာလပြီးဆုံးပါက နှစ်ပတ်လည်ကျန်းမာရေးအာမခံ၊

(၄) အစမ်းခန့်ကာလပြီးဆုံးပါက ဗီဇာနှင့် အလုပ်လုပ်ခွင့်ပါမစ် (လိုအပ်ပါက)

(၅) EQMM ၏ စွမ်းရည်မြှင့်တင်မှုအစီအစဉ်များကို သင့်လျော်သလို တက်ရောက်နိုင်သည့်အခွင့်အလမ်းများ၊

We would like you to start on XXXXXX at XXXXX. Please report to XXXXXXXX, Administrative & Finance Manager for orientation. If this date is not acceptable, please contact me immediately.

သင့်အား xxx ရက် xxxx နာရီတွင် အလုပ်စတင်ရောက်စေလိုပါသည်။ အဖွဲ့အကြောင်းမိတ်ဆက်ရှင်းပြနိုင်စေရန်အတွက် အုပ်ချုပ်ရေးနှင့် ဘဏ္ဍာရေးမန်နေဂျာ xxxx ကို ဆက်သွယ်ပါ။ ထို့နောက် သင့်အတွက်အဆင်မပြေပါက မိမိထံ အမြန်ဆုံးဆက်သွယ်ပါ။

A summary of the organization human resources policies are attached for your information. Please sign the enclosed copy of this letter and return it to me by XXXXXXXX to indicate your acceptance of this offer.

သင်လေ့လာနိုင်ရန်အတွက် အဖွဲ့အစည်း၏ လူသားရင်းမြစ်ပေါ်လစီအနှစ်ချုပ်ကို ပူးတွဲပေးလိုက်ပါသည်။ မိမိအနေဖြင့် ယခုကမ်းလှမ်းချက်ကို လက်ခံပါက ပူးတွဲပါစာမိတ္တူတွင် လက်မှတ်ရေးထိုးပြီး မိမိထံ xxxxx ဖြင့် ပြန်လည်ပို့ဆောင်စေလိုပါသည်။

Sincerely (ဆန္ဒမွန်ဖြင့်),

Executive Director (ညွှန်ကြားရေးမှူး)

Equality Myanmar (ညီမျှခြင်း - မြန်မာ)

Date (နေ့စွဲ):

To accept this job offer,

1. Sign and date this job offer letter where indicated below

2. Return it back to the EQMM administrative & finance manager via xxxxxxx@equalitymyanmar.org and cc to info@equalitymyanmar.org

ကမ်းလှမ်းချက်ကို လက်ခံပါက

(၁) အောက်ဖော်ပြပါစာတွင် လက်မှတ်ထိုး၊ နေ့စွဲတပ်ပါ။

(၂) အုပ်ချုပ်ရေးနှင့် ဘဏ္ဍာရေးမန်နေဂျာထံ xxxxx မှ တဆင့်ပြန်လည်ပေးပို့ပါ။ ကော်ပီကို info@equalitymyanmar.org သို့ပို့ပါ။

Job Offer Acceptance (အလုပ်ကမ်းလှမ်းမှုကိုလက်ခံခြင်း)

By signing and dating this letter below, I, XXXXXXXX, accept this job offer for the position of XXXXXXXXXX as offered by the Equality Myanmar. My employment will start on XXXXXX.

အောက်ပါစာကို လက်မှတ်ထိုး ရက်စွဲတပ်ခြင်းအားဖြင့် မိမိ xxxxx သည် EQMM က ကမ်းလှမ်းသည့် xxxxx ရာထူးကို လက်ခံကြောင်း အကြောင်းပြန်ကြားအပ်ပါသည်။ မိမိ၏အလုပ်စတင်ရက်မှာ xxxxx ဖြစ်ပါသည်။

Signature (လက်မှတ်): -----

Name (အမည်): -----

Email (အီးမေးလ်): -----

Mobile/Land line telephone (မိုဘိုင်း/အိမ်ဖုန်း): -----

Date (နေ့စွဲ): -----

[Back to Contents](#)

Performance Evaluation Form A – Quarterly

Purpose - HREIB conducts **informal** performance appraisals quarterly for each staff member during their time with the organization. Quarterly reviews are normally conducted only by the staff member's immediate supervisor.

ရည်ရွယ်ချက် - ဝန်ထမ်းတစ်ဦးချင်းစီ၏ သုံးလပတ်အတွင်း လုပ်ဆောင်ချက်များအား ဆန်းစစ်ခြင်း ဖြစ်ပြီး သုံးလပတ် ကာလ၏ လုပ်ဆောင်ချက်ဆန်းစစ်သုံးသပ်လွှာကို သက်ဆိုင်ရာဝန်ထမ်း၏ ကြီးကြပ်သူမှ ဆန်းစစ်ရန် ဖြစ်သည်။

The first and/or second quarterly performance review are especially important for each new employee as they occur during their probationary period and determine if they become a regular HREIB staff member. Each quarterly review is completed using the standard form detailed immediately below:

Performance Evaluation Form B.

ပထမသုံးလပတ် သို့မဟုတ် ပထမခြောက်လပတ်ကာလအတွင်း ဝန်ထမ်းသစ်တစ်ဦးလုပ်ဆောင်ချက်များအား ဆန်းစစ်ခြင်းသည် အလွန်အရေးကြီးသည့် ဆန်းစစ်မှုကာလဖြစ်ပြီး ၎င်းဆန်းစစ်မှုအပေါ် အခြေခံပြီး ထိုဝန်ထမ်းအသစ်အား ပုံမှန်ဝန်ထမ်းအဖြစ်ခန့်အပ်သွားခြင်း ရှိ မရှိကို ဆုံးဖြတ်သောကြောင့် ဖြစ်သည်။ သုံးလပတ်ကာလအတွင်း ဝန်ထမ်း၏လုပ်ဆောင်ချက်ဆန်းစစ်ခြင်းအား အောက်ပါ လုပ်ဆောင်ချက် ဆန်းစစ်လွှာပုံစံ (B) အား အသုံးပြုသွားရန် ဖြစ်သည်။

Performance Evaluation Form B – Annual

Purpose – HREIB conducts the **annual** performance evaluation process to allow staff members to discuss with their supervisor or team leader their overall performance and progress toward achieving individual and organizational goals during the last year. It is a time to receive FEEDBACK and a time to reflect on what DEVELOPMENT NEEDS the staff member has, as well as their professional future with the organization.

ပြီးခဲ့သော နှစ်အတွင်းတွင် လုပ်ဆောင်ပြီးမြောက်ခဲ့သော ဆောင်ရွက်ချက်များသည် ဝန်ထမ်းတစ်ဦးချင်းစီ နှင့် အဖွဲ့အစည်း၏ ရည်မှန်းချက်ဆီသို့ ပြည့်မှီခြင်း ရှိ မရှိ ဝန်ထမ်းနှင့် ၎င်း၏ ကြီးကြပ်သူအကြား ဆွေးနွေးမှု သုံးသပ်မှု ဖြစ်ပေါ်စေရန် နှစ်စဉ်လုပ်ဆောင်ချက်များ ပြန်လည်သုံးသပ်ခြင်း အစီအစဉ်ကို ပြုလုပ်ဆောင်ရွက်ခြင်း ဖြစ်သည်။

Each performance review should be a positive and interactive process whereby both HREIB and the individual being reviewed receive information about his or her success in meeting the responsibilities of the job, and HREIB can learn about its strengths and weaknesses as an employer of that staff member.

လုပ်ဆောင်ချက်ဆန်းစစ်လွှာ၏ အချက်အချာချင်းစီသည် ဆန်းစစ်ခံရသူဝန်ထမ်း တဦးချင်းစီအပေါ် ၎င်းတို့အားပေးအပ်ထားသောတာဝန်များနှင့် ပက်သက်၍ အားသာချက် အားနည်းချက် များအား HREIB နှင့် သက်ဆိုင်ရာဝန်ထမ်းတစ်ဦးချင်းစီအကြား အပြန်အလှန် အပြုသဘောဆောင်သော သုံးသပ်လုပ်ဆောင်ချက် တခု ဖြစ်ပါသည်။

The primary reason for this annual performance reviews is to evaluate the staff members' performance on the job during the past year. This review compares the employee's job performance to the goals set for the year and to the description of the job. This is also a good time to review the staff member's interests and future goals, and to explore further professional development. This conducted by the staff member's immediate supervisor and next level supervisor with final review (as appropriate and depending on the position involved) by the executive director and program manager/administrative & finance manager.

လုပ်ဆောင်ချက် ဆန်းစစ်လွှာ၏ ရည်ရွယ်ချက်မှာ ဝန်ထမ်းတစ်ဦးချင်းစီ၏ လွန်ခဲ့သော နှစ်၏ လုပ်ဆောင်ချက်အရည်အသွေးများကိုပြန်လည်သုံးသပ်ခြင်းဖြစ်သည်။ ထိုအကဲဖြတ်မှုသည် သက်ဆိုင်ရာဝန်ထမ်း၏ တာဝန်ပေးခြင်းခံရသောအလုပ်တာဝန်များ၏ရည်မှန်းချက် များသို့ ရောက်အောင် ဆောင်ရွက်နိုင်ခြင်း ရှိ မရှိကို နှိုင်းယှဉ်ဆောင်ရွက်ရန် ဖြစ်သည်။ လက်ရှိနှစ်တွင်လည်း သက်ဆိုင်ရာဝန်ထမ်း၏ စိတ်ဝင်စားမှုများ အရည်အသွေးများ တိုးတက်အောင် ဆောင်ရွက်လိုသည့် အစီအစဉ်များကို ဖော်ထုတ်သွားရန်လည်း ဖြစ်သည်။ ဝန်ထမ်း၏ သက်ဆိုင်ရာ ကြီးကြပ်သူမှ တာဝန်ယူဆောင်ရွက်ရမည်ဖြစ်ပြီး အချောသပ်စိစစ်သုံးသပ်မှုအတွက် အထက်ရှိ ကြီးကြပ်သူ တာဝန်ရှိသူထံသို့ (executive director နှင့် program manager သို့မဟုတ် administrative & finance manager) ပေးပို့ရန် ဖြစ်သည်။

Performance evaluations may also be conducted in the event of a promotion, a change in duties and responsibilities, or a serious performance problem. During the evaluation, the staff member's supervisor considers a number of factors; both the supervisor and staff member as well as any other concerned staff participate; the supervisor and staff member rate and rank the staff member's performance and then come to an agreed overall rating. If the immediate supervisor and staff member cannot agree on an overall rating, then the next level supervisor is consulted and asked to make a final determination based on the information available.

လုပ်ဆောင်ချက် ဆန်းစစ်လွှာအား ရာထူးတိုးမြှင့်သည့်အခါတွင် ဖြစ်စေ လုပ်ငန်းတာဝန်များပြောင်းလဲသည့်အခါတွင် ဖြစ်စေ လုပ်ဆောင်ချက်များလစ်ဟင်းမှုပြဿနာအခြေအနေများ ဆိုးရွားနေသောအခါတွင် ဖြစ်စေ ပြုလုပ်ရမည် ဖြစ်သည်။ သုံးသပ်မှုပြုလုပ်ရာတွင် သက်ဆိုင်ရာဝန်ထမ်းနှင့် ကြီးကြပ်သူများ အချက်အလက်အားလုံးအပေါ်တွင် စဉ်းစားသုံးသပ်မှု ပြုလုပ်ရမည်ဖြစ်ပြီး ဝန်ထမ်းလုပ်ဆောင်ချက်အပေါ်အမှတ်ပေး သုံးသပ်ခြင်းအား နှစ်ဦးသဘောတူလက်ခံသော စဉ်းစားချက်အပေါ်မူတည်၍ သတ်မှတ်ရမည် ဖြစ်သည်။ ၎င်းနောက် အထက်ရှိ ကြီးကြပ်တာဝန်ရှိသူအား အချောသတ် တိုင်ပင်ဆွေးနွေးရန် သတင်းအချက်အလက်များအားလုံးနှင့်တကွ တင်ပြရပါမည်။

A staff member rated as underperforming is required to agree to an 'improvement plan' with his/her immediate supervisor. The plan must include a timeframe agreed to by both parties and new performance targets. A staff member rated as underperforming who does not successfully implement his/her 'improvement plan' t may be subject to termination of employment.

သက်ဆိုင်ရာဝန်ထမ်း၏ လုပ်ဆောင်ချက်များသည် တိုးတက်ရန်အခြေအနေလိုအပ်နေပါက ၎င်းနှင့် ၎င်း၏ကြီးကြပ်သူမှ လုပ်ဆောင်ချက်တိုးတက်မှုအတွက်အစီအစဉ်များ ပြင်ဆင်ရေးဆွဲရပါမည်။ ထိုအစီအစဉ်တွင် အချိန်အတိုင်းအတာ နှင့် ဦးတည်ရည်ရွယ်သည့် လုပ်ဆောင်ချက်တိုးတက်မှုဖော်ပြချက်များ ပါရှိရပါမည်။ သတ်မှတ်ထားသည့် အချိန်အတိုင်းအတာတွင်

ရည်မှန်းထားသည့် တိုးတက်လာရမည့် လုပ်ဆောင်ချက်များ မဖြစ်ပေါ်လာပါက သက်ဆိုင်ရာဝန်ထမ်းအား ၎င်း၏တာဝန်အလုပ်မှ ရပ်နားခြင်း ပြုလုပ်ပါမည်။

Evaluation Form Format:

Evaluation Period ဆန်းစစ်လေ့လာသည့်ကာလ

Employee ဝန်ထမ်းအမည်		Title ရာထူး	
Name and Title of supervisor/leader completing this evaluation ကြီးကြပ်သူအမည် နှင့် ရာထူး။ ဆန်းစစ်လေ့လာခြင်းပုံစံအဖြစ် ဖြည့်စွက်သူ ခေါင်းဆောင်			
Names and Titles of others who supervised the staff member during this evaluation period ဝန်ထမ်းအား ဆန်းစစ်လေ့လာခြင်း ကာလတွင် တခြား ကြီးကြပ်ဆောင်ရွက်သူ အမည် နှင့် ရာထူး			

Part 1(a) – Staff Member’s Personal Reflections

The staff member’s supervisor provides the staff with the following list of questions in written form (hard or electronic copy). The staff member then provides their written responses in Burmese or English, and returns the

completed response to the supervisor, who then using the staff member's reflections puts the final answers in English (translate if necessary) on the official evaluation form in the boxes below.

ဤဆန်းစစ်လေ့လာမှုအပိုင်းတွင် ကြီးကြပ်သူမှ အောက်ပါမေးခွန်းများကို ပရင့်ပြုလုပ်ပြီးသော်လည်းကောင်း အီးမေးလ်ဖြင့်ပို့ဆောင်ပြီးသော်လည်းကောင်း ဝန်ထမ်းအား ဖြည့်စွက်စေရန် ဖြစ်သည်။ ဝန်ထမ်းမှ မေးခွန်းများအား မြန်မာဘာသာ သို့မဟုတ် အင်္ဂလိပ်ဘာသာဖြင့် ဖြည့်စွက်ပြီးနောက် ကြီးကြပ်သူထံ ပို့ဆောင်ရမှာဖြစ်ပြီး ကြီးကြပ်သူမှ ဘာသာပြန်ရန်လိုအပ်ပါက ဘာသာပြန်ဆိုပြီး ပြန်လည်ဖြည့်စွက်သွားရန် ဖြစ်သည်။

<p>4. Has the past three months been good/bad/satisfactory for you and why? လွန်ခဲ့သော ခြောက်လအတွင်း လုပ်ဆောင်ချက်များသည် သင့်အတွက် ညံ့။ ကောင်း။ ကျေနပ်လောက်ဖွယ် ဟု ယူဆပါသလား ဘာကြောင့်လဲ။</p>
<p>5. What do you consider to be your most important achievements? သင့်၏ လုပ်ဆောင်ချက်များမှ မည်သည့်အရာကို အားရသော အောင်မြင်မှုဟု သတ်မှတ်ပါသလဲ။</p>
<p>6. What do you like and dislike about working for this organisation? ယခုအဖွဲ့အစည်းတွင် ပါဝင်ဆောင်ရွက်ရာတွင် မည်သည့်အချက်ကို သင် နှစ်သက်ပြီး မည်သည့်အချက်ကို သင် မနှစ်သက်ပါသလဲ။</p>
<p>7. What elements of your job do you find most difficult? သင့်လုပ်ငန်းတာဝန်များတွင် မည်သည့်အရာကို သင့်အတွက် အခက်ခဲဆုံးဟု ထင်ပါသလဲ။</p>
<p>8. What action could be taken to improve your performance in your current position by</p>

<p>you, and your boss?</p> <p>သင်၏ ယခုလက်ရှိ တာဝန်ယူရသောအပိုင်းတွင် သင်၏ လုပ်ဆောင်မှု အရည်အသွေးများ ပိုမိုတိုးတက်လာစေရန် သင် နှင့် သင်အထက်လူကြီး မှ မည်ကဲ့သို့ ဆောင်ရွက်သင့်ပါသလဲ။</p>
<p>9. What sort of training/experiences would help you do your job better in the next year?</p> <p>လာမည့်နှစ်တွင် သင်လုပ်ငန်းတာဝန်များကို ပိုမိုအောင်မြင်အောင် ဆောင်ရွက်နိုင်ရန် မည်သည့်သင်တန်း အတွေ့အကြုံမျိုးက အထောက်အကူပြုပေးနိုင်မည်ဟု ထင်ပါသလဲ။</p>

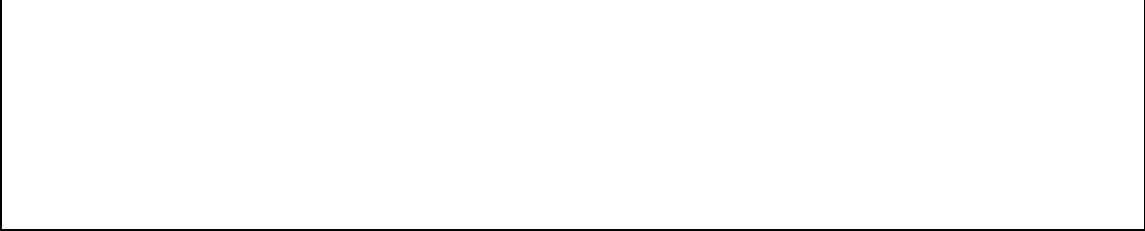
Part 1b: Open Discussion

ပွင့်လင်းစွာ အပြန်အလှန်ဆွေးနွေးခြင်း။

The employee and supervisor will come together and discuss the answers to the above questions. The supervisor will take notes and write them down in the box below:

အထက်ပါ မေးခွန်းများ၏ အဖြေများအပေါ်အခြေခံပြီး ကြီးကြပ်သူ နှင့် ဝန်ထမ်းမှ အတူတကွ ပွင့်လင်းစွာ တိုင်ပင်ဆွေးနွေးရန် ဖြစ်သည်။ ကြီးကြပ်သူမှ ဆွေးနွေးမှုမှတ်စုများကို အောက်ပါ အကွက်တွင် ဖြည့်စွက်ရန် ဖြစ်သည်။

<p>Notes from Open Discussion</p> <p>ပွင့်လင်းစွာအပြန်အလှန်ဆွေးနွေးမှု၏ မှတ်စုများ</p>



Part 2: Goals/Expectations

In this part of the evaluation, the supervisor will prepare the form below by placing the employee's goals in the yellow space provided. The goals should come from the responsibilities outlined in the employee's ToR. Once the form is prepared, two copies should be printed or emailed. One copy should be given to the supervisor and one copy should be given to the employee. The employee will rank his/her own performance and place that ranking in the first column. The supervisor will also rank the employee's performance and place that ranking in the second column. The supervisor and employee will then come together to discuss their rankings and place them in this form. The supervisor should take notes and place notes in the green space provided. All rankings should be on a scale from 1 – 4:

ဤဆန်းစစ်လေ့လာမှုအပိုင်းတွင် ကြီးကြပ်သူသည် အောက်ပါ အပါအဝင်အကွက်များတွင် ဝန်ထမ်း၏ တာဝန်ယူဆောင်ရွက်ရသော လုပ်ငန်းတာဝန်များကို ဖြည့်စွက်ရန်ဖြစ်ပြီး ၎င်းအားအီးမေးလ်ဖြစ်သော် လည်း ကောင်း ပရင့်ကော်ပီအဖြစ်သော်လည်းကောင်း ပေးရန် ကော်ပီနှစ်စုံကူးရန်ဖြစ်သည်။ တစ်စုံအား ဝန်ထမ်းအားပေးရန်နှင့်တစ်စုံမှာကြီးကြပ်သူအတွက်ဖြစ်သည်။ ဝန်ထမ်းမှပထမကော်လံတွင်အမှတ်ပေး ဖြည့်စွက်ရန်နှင့် ကြီးကြပ်သူမှ ဒုတိယကော်လံတွင် အမှတ်ပေးရန်ဖြစ်သည်။ သီးခြား ဖြည့်စွက်ပြီးနောက် ကြီးကြပ်သူနှင့်ဝန်ထမ်းမှ အတူတကွတွေ့ဆုံပြီး အမှတ်များအပေါ်ပြန်လည် ဆွေးနွေးရန်ဖြစ်သည်။ အစီမံအစဉ်ဖြင့်ဖော်ပြထားသောလိုင်းများတွင် ကြီးကြပ်သူမှဆွေးနွေးချက်များကို မှတ်တမ်းတင်ရန် ဖြစ်သည်။ အမှတ်သတ်မှတ်ချက် စကေးမှာ ၁ မှ ၄ အထိ ဖြစ်သည်။

4 - Exceeds expectations (မျှော်မှန်းထားတာထက် ကျော်လွန်ကောင်းမွန်ခြင်း)

3 - Meets expectations (မျှော်မှန်းထားချက်နှင့် ပြည့်စုံခြင်း)

2 - Needs improvement (ကောင်းမွန်တိုးတက်ရန် လိုအပ်နေသေးခြင်း)

1 – Unsatisfactory (ကျေနပ်လောက်ဖွယ်ရာ မရှိသေးခြင်း)

Duties and responsibilities (from ToR)	Staff Rank	Sup. Rank
လုပ်ငန်းတာဝန်များ	ဝန်ထမ်း	ကြီးကြပ်သူ

Part 3: Skills and Behavior Assessment (အရည်အချင်းနှင့် အပြုအမူပိုင်းဆိုင်ရာဆန်းစစ်ချက်)

Please follow the directions from Part 2, however do not change the content in the yellow space. The ranking should reflect the employee's goals from the ToR and his/her work plans. In addition to providing notes in the green space, please also provide examples when relevant.

အပါရောင်အကွက်တွင်ဖော်ပြထားသော အကြောင်းအရာများကို ပြောင်းလဲခြင်းမပြုရန် နှင့် အပိုင်း(၂) တွင်ဖော်ပြထားသော လမ်းညွှန်ချက်များအတိုင်း လိုက်ပါဆောင်ရွက်ရန် ဖြစ်သည် အမှတ်များသည် ဝန်ထမ်း၏လုပ်ဆောင်ချက်နှင့် အလုပ်နေရာများတွင် ပြုမူဆောင်ရွက်ချက်များကို ရည်ညွှန်း ဆန်းစစ်ဖော်ပြခြင်း ဖြစ်သည် အစိမ်းရောင်အကွက်များတွင် ကြီးကြပ်သူမှ ဆွေးနွေးချက်များကို ဆီလျော်သော ဥပမာများဖြင့်ဖော်ပြရန်ဖြစ်သည်။

For all staff

Quality of Work လုပ်ငန်းပိုင်းဆိုင်ရာအရည်အသွေး	Staff rank ဝန်ထမ်း	Sup.Rank ကြီးကြပ်သူ
Delivers work of a consistent standard သတ်မှတ်ထားသော စံချိန်စံညွှန်းများအတိုင်း လိုက်ပါဆောင်ရွက်မှု		
Performs work with accuracy and thoroughness တိကျမှန်ကန်စွာ လုပ်ဆောင်နိုင်မှု		
Open to constructive feedback about quality of work အပြုသဘောဆန်သော ဝေဖန်မှုများ ဖွင့်လှစ်ထားရှိမှု		
Productivity ထုတ်လုပ်မှုပိုင်းဆိုင်ရာ		

Employee meets agreed work targets ပြီးမြောက်အောင်သတ်မှတ်ထားသော ရည်မှန်းချက်အတိုင်းလုပ်ဆောင်နိုင်မှု		
Manages time effectively အချိန်ထိရောက်စွာ စီမံခန့်ခွဲမှု		
Prioritizes work tasks to meet program or work objectives လုပ်ငန်းရည်မှန်းချက်ပြည့်ဝစေရန် အလုပ်အစီအစဉ်များအား ဦးစားပေးစနစ်ဖြင့် ဆောင်ရွက်တတ်မှု		
Dependability		
Accepts responsibility for own actions မိမိလုပ်ဆောင်ချက်များအတွက် တာဝန်ခံ တာဝန်ယူမှု		
Attends work as scheduled အစီအစဉ်အတိုင်း လုပ်ငန်းခွင် တက်ရောက်မှု		
Submits reports to supervisors on time and in appropriate detail. လုပ်ငန်းဆိုင်ရာ အစီရင်ခံစာများကို ပါဝင်သင့်သည့် အသေးစိတ်အချက်အလက်များ ဖော်ပြပြီး အချိန်နှင့်တပြေးညီ ကြီးကြပ်သူထံသို့ အစီရင်ခံတင်ပြမှု		
Judgment: ဆုံးဖြတ်စီရင်မှု		
Bases decisions and actions on sound reasoning ကျိုးကြောင်းဆီလျော်စွာ ဆုံးဖြတ်ချက်ချနိုင်မှု		

Identifies and solves problems ပြဿနာများကို ဖြေရှင်းဆောင်ရွက်နိုင်မှု		
Uses feedback to solve problems and improve performance ပြဿနာများ ဖြေရှင်းနိုင်ရန် နှင့် လုပ်ဆောင်ချက်များ တိုးတက်စေရန် အလို့ငှာ ဝေဖန်အကြံပြုချက်များအား လက်ခံခြင်း		
Organizational Accountability အဖွဲ့အစည်းပိုင်းဆိုင်ရာတာဝန်ယူတတ်မှု		
Sets priorities and meets deadlines in agreed timeframes သတ်မှတ်ထားသောအချိန်အတွင်း ပြီးစီးအောင် ဆောင်ရွက်တတ်မှု နှင့် ဦးစားပေးအစီအစဉ်များ ချမှတ် စီစဉ်ဆောင်ရွက်တတ်မှု		
Participates in organizational meetings and strategy planning sessions အဖွဲ့အစည်းဆိုင်ရာ မဟာဗျူဟာချမှတ်ရေး အစည်းအဝေးများ နှင့် တခြားအစည်းအဝေးများတွင် ပါဝင်မှု		
Communicates with other staff about program schedule and key events လုပ်ငန်းစီမံချက် အစီအစဉ်များနှင့် အခြားအရေးကြီးသောအချက်များအတွက် တခြားဝန်ထမ်းများနှင့် ဆက်သွယ်ဆောင်ရွက်တတ်မှု		
Individual Accountability တဦးချင်းဆိုင်ရာတာဝန်ယူ လုပ်ဆောင်မှု		
Seeks clarification and guidance from supervisors when encountering		

problems		
ပြသာနာ သို့မဟုတ် အခက်အခဲတစ်ခုခုနှင့် ကြုံလာသည့်အခါ ကြီးကြပ်သူထံမှ လမ်းညွှန်ချက်များရရှိလာအောင် ဆောင်ရွက်တတ်မှု		
Organizes program activities to achieve organizational goals အဖွဲ့အစည်းတစ်ခုလုံး၏ ရည်မှန်းချက်ပန်းတိုင်အောင် မြင်စေရန်အတွက် လုပ်ငန်းစီမံချက်များကို ပူးပေါင်းဆောင်ရွက်တတ်မှု		
Shows respect and understanding of supervisory relationships ကြီးကြပ်သူ၏ စီမံဆောင်ရွက်မှုများကို သိရှိနားလည်ပြီး လေးစားမှု ပြသတတ်မှု		
Imitativeရှေ့ဆောင်ဆောင်ရွက်တတ်မှု		
Takes initiative where appropriate လိုအပ်သင့်တော်သောနေရာတွင် အစပျိုး ရှေ့ဆောင် ဆောင်ရွက်တတ်မှု		
Seeks new challenges and demonstrates willingness to learn စိန်ခေါ်မှုအသစ်များ ရှာဖွေတတ်မှု နှင့် လေ့လာလိုစိတ် ရှိခြင်း		
Responds to new developments quickly ဖြစ်ထွန်းမှု အသစ်များကို လျင်မြန်စွာ တုံ့ပြန်မှု ရှိခြင်း		
Diversity and Tolerance		

မတူကွဲပြားမှုများကိုလက်ခံအသိအမှတ်ပြုမှု		
<p>Demonstrates respect for a positive, diverse work environment</p> <p>အလုပ်ပတ်ဝန်းကျင်ရှိ မတူကွဲပြားမှုများကို လေးစားလက်ခံမှု ပြသခြင်း</p>		
<p>Shows willingness to interact with different personalities and cultures</p> <p>ပုဂ္ဂိုလ်ရေးအနေအထားနှင့် ယဉ်ကျေးမှုဆိုင်ရာ မတူကွဲပြားမှုများကို အပြန်အလှန် ဆက်စပ်ဆောင်ရွက်လိုစိတ်အား ပြသခြင်း</p>		
<p>Accepts diversity (ethnic, religious, racial, gender, and sexual orientation)</p> <p>လူမျိုး၊ ဘာသာ၊ လိင်၊ လိင်စိတ်ခံယူမှု စသော မတူကွဲပြားမှုများကို လက်ခံအသိအမှတ်ပြုခြင်း</p>		
Community Relations		
လူမှု ဆက်ဆံရေး		
<p>Demonstrates a positive attitude towards community members</p> <p>လူမှုအဖွဲ့အစည်းများတွင် အကောင်းမြင်ပါဒ် အမြင်များကို ပြသနိုင်မှု</p>		
<p>Establishes a positive working relationship with partners</p> <p>အကောင်းသဘောဆောင်သော ဆက်ဆံရေးများ လုပ်ဖော်ကိုင်ဖက်များအတွင်း တည်ဆောက်နိုင်မှု</p>		
<p>Receives good feedback from partners</p> <p>လုပ်ဖော်ကိုင်ဖက်များမှ အကောင်းမြင်သော တုံ့ပြန်မှုများ လက်ခံရရှိမှု</p>		

Teamwork ပူးပေါင်းဆောင်ရွက်မှု		
Handles interpersonal conflict constructively ပုဂ္ဂိုလ်ချင်းဆိုင်ရာ ပဋိပက္ခများကိုအပြုသဘောဆောင်စွာကိုင်တွယ်ဖြေရှင်းနိုင်မှု		
Good working relationships with co-workers on the same team လုပ်ငန်းအစုအဖွဲ့အတွင်းရှိ လုပ်ဖော်ကိုင်ဖက်များနှင့် ကောင်းမွန်သော ဆက်ဆံရေး ရှိမှု		
Good working relationships with staff in other programs လုပ်ငန်းအစုအဖွဲ့မတူသူ လုပ်ဖော်ကိုင်ဖက်များနှင့် ကောင်းမွန်သော ဆက်ဆံရေး ရှိမှု		

Part 4: Summary of agreed plans

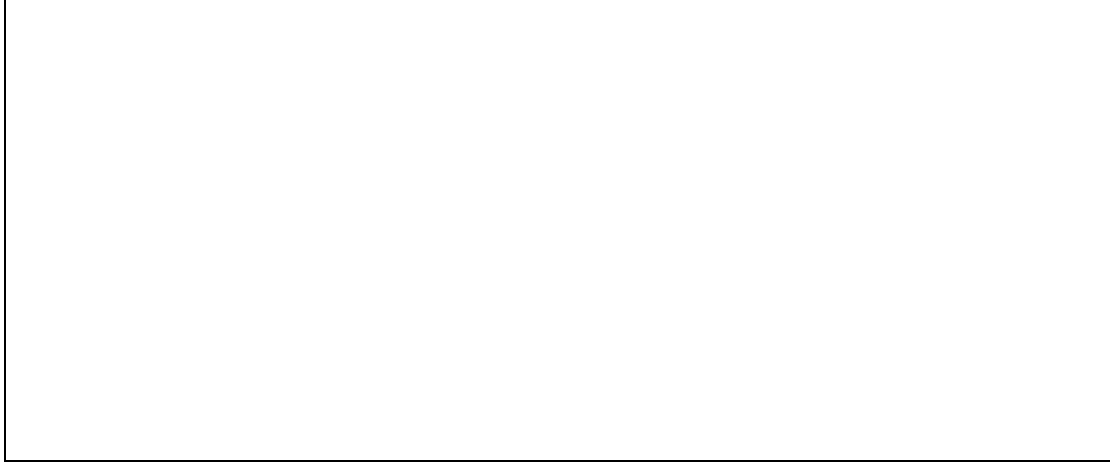
သဘောတူညီသောစီမံချက်အနှစ်ချုပ်

In this part of the evaluation the supervisor and employee will agree upon a plan to address skills development, training, or corrective actions. This plan should include a timeframe.

ဤဆန်းစစ်မှုအပိုင်းတွင် ကြီးကြပ်သူနှင့် ဝန်ထမ်းသည် အချိန်ကာလတခု သတ်မှတ်ချက်အတွင်း အရည်အသွေးတိုးတက်ရေး သင်တန်းနှင့် အခြားသော အစီအစဉ်များအား သဘောတူညီစွာ အစီအစဉ်ရေးဆွဲရန် ဖြစ်သည်။

Part 5. Additional Comments

နောက်ထပ် အဆိုပြုချက်များ



Part 6. Overall Evaluation of Employee's Performance (ဆန်းစစ်လေ့လာခြင်းအနှစ်ချုပ်)

The supervisor will rank the employee's overall performance and check one of the boxes below:

ကြီးကြပ်သူမှ ဤဆန်းစစ်လေ့လာတစ်ခုလုံးအား ခြုံငုံပြီး ဝန်ထမ်း၏ လုပ်ဆောင်ချက်အပေါ် အနှစ်ချုပ် အမှတ်ပေးသတ်မှတ်ရန် ဖြစ်သည်။

☐ **Exceeds Expectations** Employee meets all goals and exceeds expectations.

ဝန်ထမ်းသည် မျှော်မှန်းထားတာထက် ကျော်လွန်ပြည့်စုံ ကောင်းမွန်သည်။

☐ **Meets Expectations** Employee meets all goals and performance standards.

ဝန်ထမ်းသည် မျှော်မှန်းသတ်မှတ်ချက်နှင့် ပြည့်စုံသည်။

☐ **Needs Improvement** Employee occasionally meets goals and performance standards and must improve performance. Improvement plan needed.

ဝန်ထမ်းသည် မျှော်မှန်းသတ်မှတ်ချက်ရောက်ရန် လုပ်ဆောင်ချက်များ ဒီထက် တိုးတက်ကောင်းမွန်ရန် လိုအပ်နေသေးသည်
တိုးတက်မှုအတွက် အစီအစဉ် ရေးဆွဲရန်လိုသည်။

☐ **Unsatisfactory** Employee does not meet goals/expectations

ဝန်ထမ်းသည် မျှော်မှန်းသတ်မှတ်ချက်အား မရောက်ရှိနိုင်ပါ။

Employee

Date

Supervisor

Date

Approved by _____

Office Leader/Director

Date

*Your signature implies neither agreement nor disagreement, only that you have read and discussed this evaluation with your supervisor. If you refuse to sign this evaluation it will be placed in your personnel file without your signature.

မိမိ၏ လက်မှတ်သည် ဤဆန်းစစ်လွှာ၏ ရလဒ်အပေါ် သဘောတူညီမှု မတူညီမှု အားပြသခြင်း ဖြစ်ရာ မိမိမှလက်မှတ်ထိုးရန် ငြင်းဆန်ပါက လက်မှတ်မပါရှိသော ဆန်းစစ်လွှာကိုသာ သက်ဆိုင်ရာဝန်ထမ်း၏ ဝန်ထမ်းမှတ်တမ်းရေးရာတွင် ထားရှိမည်ဖြစ်သည်။

Please send this completed form to the Program Manager/Deputy Director or Administrative & Finance Manager.

ဖြည့်စွက်ပြီး၍ဆန်းစစ်လွှာအား Program Manager သို့မဟုတ် Deputy Director သို့မဟုတ် Administrative & Finance Manager ထံသို့ ပေးပို့ရန်ဖြစ်သည်။

[\(Back to Contents\)](#)

Personnel Information Form

Purpose - This form is designated to be used for keeping in employee's personal file. If the employee has any changes the following information, employee should contact to give update information to ALC/FAC as soon as possible.

ရည်ရွယ်ချက် - ဤဖောင်ပုံစံကို ဝန်ထမ်းများ၏ ကိုယ်ရေးကိုယ်တာအချက်များကို သိမ်းဆည်းရန်အတွက် အသုံးပြုခြင်းဖြစ်သည်။ ထိုအချက်များထဲမှ တစ်ခုခု အပြောင်းအလဲရှိပါက ဝန်ထမ်းအနေဖြင့် အုပ်ချုပ်ရေးနှင့်ထောက်ပံ့ညှိနှိုင်းရေးမှူး (သို့) ဘဏ္ဍာရေးနှင့် အုပ်ချုပ်ရေးညှိနှိုင်းရေးမှူးထံ အမြန်ဆုံး အကြောင်းကြားဖြည့်စွက်ပေးရမည်။

SECTION 1. GENERAL INFORMATION (အထွေထွေသတင်းအချက်အလက်များ)

Employee's name (ဝန်ထမ်းအမည်):

Program/Department (ပရိုဂရမ်/ဌာန):

Start employment date with EQMM (EQMM သို့စတင်ဝင်ရောက်သည့်နေ့):

email address (အီးမေးလ်):

mobile phone no (မိုဘိုင်းဖုန်း):

Home Address (current) လိပ်စာ (လက်ရှိ):

Home Address (Permanent) လိပ်စာ (အမြဲတမ်း):

Home phone no (အိမ်ဖုန်းနံပါတ်):

SECTION 2. EMERGENCY CONTACT INFORMATION (အရေးပေါ်ချိန်တွင်ဆက်သွယ်ရမည့်သတင်းအချက်အလက်များ)

Name of Contact Person (ဆက်သွယ်ရမည့်သူအမည်):

Relationship (တော်စပ်ပုံ):

Contact person address (current) (ဆက်သွယ်ရမည့်သူ၏ လက်ရှိလိပ်စာ):

Contact person address (permanent) (ဆက်သွယ်ရမည့်သူ၏ အမြဲတမ်းလိပ်စာ):

Contact person phone no (ဖုန်းနံပါတ်):

SECTION 3. Visa Information (For International Staff Only) (မီဒီယံအချက်အလက်များနိုင်ငံတကာမှဝန်ထမ်းများသာ)

Current visa type (လက်ရှိမီဒီယံအမျိုးအစား): Issued date (ထုတ်ပေးသည့်နေ့): Expired date (ကုန်ဆုံးသည့်နေ့):

Passport Number (ပတ်စပို့နံပါတ်): Issued date(ထုတ်ပေးသည့်နေ့): Expired date(ကုန်ဆုံးသည့်နေ့):

Nationality (နိုင်ငံသား):		
SECTION 4. NRC Information (Only For Local Staff) (နိုင်ငံသားကဒ်အချက်အလက်များအသစ်ထမ်းများသာ)		
NRC Number (မှတ်ပုံတင်ကဒ်နံပါတ်):	Issued date(ထုတ်ပေးသည့်နေ့):	Expired date(ကုန်ဆုံးသည့်နေ့):
Address in NRC card (ကဒ်တွင်ပါသည့်လိပ်စာ):		

I acknowledge the information provided is correct: -----: -----

အထက်ပါအချက်အလက်များမှန်ကန်ကြောင်း အသိအမှတ်ပြုပါသည်။ Employee's signature (ဝန်ထမ်းလက်မှတ်): Date (နေ့စွဲ):

[Back to Contents](#)

Position (Job) Description Form

Purpose – This form is used to formulate the posts ‘vacancy announcement’ as well as provide the basis on which a staff member’s ‘performance evaluation’ is done.

ရည်ရွယ်ချက် - ဤဖော်စုံကို လစ်လပ်သည့်ဟု ကြေညာထားသည့် ရာထူးတာဝန်ကို ဖော်ပြရန်နှင့် ထိုရာထူးတွင် ထမ်းဆောင်သည့်ဝန်ထမ်း၏ လုပ်ဆောင်နိုင်မှုအပေါ် အကဲဖြတ်ဆန်းစစ်ရာတွင် အခြေခံ၍ အသုံးပြုနိုင်ရန်ဖြစ်သည်။

Position Title (ရာထူးတာဝန်)	i.e. Accountant (ဥပမာ စာရင်းကိုင်)
Grade Level: (အဆင့်)	i.e. Level 4 (ဥပမာ အဆင့် ၄)
<u>Organizational Responsibilities</u> (အဖွဲ့အစည်းဆိုင်ရာ လုပ်ဆောင်ရမည့်တာဝန်များ): i.e. <u>For the day-to-day cash management which includes:</u> (၁) နေ့စဉ် ငွေကြေးစီမံခန့်ခွဲမှုလုပ်ငန်းများ	
a) i.e. Log in of transactions as they occur; က) ငွေထုတ်ယူမှုများကို မှတ်တမ်းတင်ခြင်း၊	
i.e. Ensure that office funds are adequate for office activities; ရုံးအသုံးစရိတ်များသည် ရုံးလည်ပတ်မှုနှင့် လုံလောက်အောင် သေချာစေခြင်း၊	
i.e. Conduct a weekly cash count; အပတ်စဉ်ငွေသားများကို ရေတွက်ခြင်း၊	
1. i.e. <u>For cash advances which includes:</u> (၂) ကြိုတင်ငွေများထုတ်ပေးခြင်းလုပ်ငန်းများ	
a) i.e. Update cash advance transaction record (with form); က) ကြိုတင်ငွေထုတ်ယူခြင်းမှတ်တမ်းများကို အစဉ်မှတ်တမ်းတင်ခြင်း (ဖောင်ဖြင့်)	
3. etc. (၃) အခြား	
<u>Administrative Responsibilities</u> (အုပ်ချုပ်ရေးဆိုင်ရာတာဝန်ရှိမှုများ): 1. To report to an EQMM office or approved work site for a minimum of xxxx(x) hours/ day and 5	

<p>days/ week. (xx hours a week); Fixed statement</p> <p>၁) EQMM ရုံး သို့မဟုတ် ခွင့်ပြုထားသည့် လုပ်ငန်းခွင်သို့ တနေ့လျှင် xxx နာရီဖြင့် တပတ်လျှင် ငါးရက် (တပတ်လျှင် xxx နာရီ) သတင်းပို့ရန်၊ (ပုံစံသေဖြစ်သည်)</p>
<p>2. To follow the Code of Ethics, <u>Human Resources Policies & Procedures Manual</u>; <u>Financial Policies and Procedures Manual</u> ; and other operations manuals of the organization; Fixed statement</p> <p>၂) EQMM ရုံး မှ ချမှတ်ထားသည့် ဝန်ထမ်းလက်စွဲ နှင့် ဝန်ထမ်းကျင့်ဝတ်များ၊ ဘဏ္ဍာရေးဆိုင်ရာမူဝါဒနှင့် လုပ်ထုံးလုပ်နည်းများအား လေးစားလိုက်နာရမည်။</p>
<p>3. To work under the immediate supervision of the xxxxxx; and Fixed statement</p> <p>၃) ----- ၏ ကြီးကြပ်ဆောင်ရွက်မှုအောက်တွင် အလုပ်လုပ်ရန်။</p>
<p>4. To supervise the assistant XXXXXX;</p>
<p>5. To participate in other administrative, staff and organizational meetings as required. Fixed statement</p> <p>၄) ဝန်ထမ်းလပတ်အစည်းအဝေးများနှင့် အဖွဲ့အစည်းဆိုင်ရာ အစည်းအဝေးများတွင် ပါဝင်တက်ရောက်ရန်။</p>
<p><u>Qualifications:</u></p> <p>1. <u>Education</u> (ပညာရေး)-</p>
<p>2. <u>Experience</u> (အတွေ့အကြုံ)---</p>
<p>3. <u>Skills</u> (တတ်ကျွမ်းမှုများ)---</p>
<p><u>Compensations</u>(ခံစားခွင့်များ):-</p> <p>1. <u>Salary level</u> – i.e. xxxxx Thai Baht per month with periodic (annual) salary increase based on satisfactory service after staff evaluation process and increase in organizational donor funding.</p> <p><u>လစာနှုန်း</u> - တလလျှင် လစာ ---- ကျပ်ငွေ ဖြင့် ခန့်အပ်ထားရှိသည် အဖွဲ့အစည်း၏ ဘဏ္ဍာရေးနှင့် ဝန်ထမ်း၏ လုပ်ဆောင်ချက်များအပေါ် မူတည်ပြီး လစာတိုးမြှင့် ခံစားခွင့်ရရှိနိုင်သည်။</p> <p>2. <u>Professional Development</u> - (a) Opportunity to attend EQMM’s human rights education capacity building courses; and (b) Opportunity to work, study, meet, and make connections with professionals in human rights NGOs and other human rights institutions and networks at national, regional and international levels. Fixed statement</p> <p><u>အရည်အသွေးတိုးမြှင့်ဆောင်ရွက်မှုများ</u> - (က) EQMM ၏ လူ့အခွင့်အရေးဆိုင်ရာ သင်တန်းအစီအစဉ်များအား တက်ရောက်ခွင့်၊ (ခ) အခြားသောအဖွဲ့အစည်းများမှ ဦးစီးသော လူ့အခွင့်အရေးဆိုင်ရာ နိုင်ငံအဆင့်</p>

ဒေသအဆင့် နှင့် နိုင်ငံတကာအဆင့် အစီအစဉ်များအား တက်ရောက်လေ့လာခွင့်များ ရရှိနိုင်ပါသည်။

Note: The standard 'position description form' above can be used to describe the duties and responsibilities of a volunteer, or student intern. Although not a staff member, these individuals are normally responsible for professional or semi professional work assignments that contribute directly to the organizations' vision and mission statement.

မှတ်ချက်။ ။ ယခုဖော်ပြထားသည့် ရာထူးတာဝန်ဆိုင်ရာလုပ်ငန်းသတ်မှတ်ချက်ကိုဖော်ပြသည့်ဖောင်ကို စေတနာ့ဝန်ထမ်းများနှင့် ကျောင်းသားအလုပ်သင်များ၏ တာဝန်နှင့်ဝတ္တရားများကို သတ်မှတ်ဖော်ပြရာတွင်လဲ အသုံးပြုနိုင်သည်။ ထိုသူတို့သည် ဝန်ထမ်းများမဟုတ်သော်လဲ အဖွဲ့အစည်း၏ မျှော်မှန်းချက်များနှင့် ရည်မှန်းချက်များကို အောင်မြင်အောင် လုပ်ဆောင်ရန် တာဝန်ပေးထားသည့်လုပ်ငန်းများကို ကျေပြန်ရန် တာဝန်ရှိသည်။

[\(Back to Contents\)](#)

Position Paper Form (Maximum length 4-5 pages)

Purpose – A position paper may be prepared for each major management issue that arises. A position paper creates ‘Fact’ based decision making process as it encourages the concerned decision maker (s) to focus their evaluation/ decision based on the issues facts.

ရည်ရွယ်ချက် - အရေးကြီးသော စီမံရေးရာ အကြောင်းအရာများ ဆွေးနွေးဆုံးဖြတ်ရန်လိုသည့်အခါ ဤဖောင်ပုံစံကို အသုံးပြုသည်။ ဤဖောင်ပုံစံသည် သက်ဆိုင်ရာ ဆုံးဖြတ်ချက်ချသူများအား ဆုံးဖြတ်ချက်ချမှတ်ရေးတွင် သတင်းအချက်အလက်များ ပြည့်စုံစွာ ရရှိစေရန် အထောက်အကူပြုသည်။

Issue(s) အကြောင်းအရာများ

e.g. new organizational structure; new Chiang Mai office location;

Background information နောက်ခံသမိုင်းကြောင်း

e.g. history of issue; outline of relevant issue factors to consider; lessons learned from past issue experience and/or issue experience of others

Conclusion(s) နိဂုံးချုပ်

e.g. possible alternative actions based on Background information

Recommendation(s) ထောက်ခံချက်များ

e.g. suggested action (s) to be taken from alternatives discussed in Conclusion

[\(Back to Contents\)](#)

Pre Test Form

အမည်။.....

ရက်စွဲ။.....

နေရာ။.....

က။ အောက်ပါတို့ကို မှား၊ မှန်းရွေးပါ။(၁၀ မှတ်)

- ၁။ လူ့ဂုဏ်သိက္ခာသည် လူသားအားလုံးတွင် တန်းတူညီမျှရှိသည်။ (မှန်)
- ၂။ လူ့ အခွင့်အရေးများသည် အနောက်တိုင်းအယူအဆများဖြစ်ပြီး အာရှတန်ဖိုးနှင့်ကိုက်ညီမှုမရှိပေ။ (မှား)
- ၃။ နိုင်ငံတကာ လူ့အခွင့်အရေးနေ့သည် ဒီဇင်ဘာ (၁၀) ရက်တွင်ဖြစ်သည်။ (မှန်)
- ၄။ အပြည်ပြည်ဆိုင်ရာ လူ့အခွင့်အရေးကြေညာစာတမ်းကို မြန်မာနိုင်ငံမှ ၁၉၄၈ခုနှစ်ကတည်းက လေးစားလိုက်နာရန် သဘောတူခဲ့ပါသည်။(မှန်)
- ၅။ လူ့အခွင့်အရေးဟု ကျယ်ကျယ်လောင်လောင် ပြောဆိုနေသောစကားလုံး၏ အဓိကအချက်မှာ လူလူချင်းလေးစားတန်ဖိုးထားရန် တောင်းဆိုနေခြင်းပင်ဖြစ်သည်။ (မှန်)
- ၆။ အပြည်ပြည်ဆိုင်ရာ လူ့အခွင့်အရေးကြေညာစာတမ်းတွင် နိုင်ငံသားနှင့် နိုင်ငံရေးဆိုင်ရာအခွင့်အရေးနှင့် စီးပွားရေး၊ လူမှုရေး၊ ယဉ်ကျေးမှုဆိုင်ရာအခွင့်အရေးတို့ ပါဝင်သည်။ (မှန်)
- ၇။ ကျား/မ၊ လူမျိုး၊ ကိုးကွယ်သည့်ဘာသာအပေါ်အခြေခံပြီး ခွဲခြားဖိနှိပ်ခြင်းသည် လူ့အခွင့်အရေးကို ချိုးဖောက်နေခြင်းဖြစ်သည်။ (မှန်)
- ၈။ မြန်မာနိုင်ငံရှိ ၂၀၀၈ ဖွဲ့စည်းပုံအခြေခံဥပဒေသည် နိုင်ငံတကာလူ့အခွင့်အရေးစံချိန်စံညွှန်းများနှင့် အပြည့်အဝကိုက်ညီမှုရှိသည်။ (မှား)
- ၉။ အခွင့်အရေးနှင့် တာဝန်သည်အမြဲ ဒွန်တွဲလျက်ရှိသည်။ (မှန်)
- ၁၀။ မြန်မာနိုင်ငံတွင် လူ့အခွင့်အရေးကော်မရှင်ကို ဖွဲ့စည်းထားခြင်းမရှိသေးပေ။ (မှား)

ခ။ အောက်ပါတို့မှ အဖြေမှန်တခုကိုရွေးပါ။(၅ မှတ်)

- ၁။ လူ့အခွင့်အရေးအခြေခံအချက်..... ချက် ရှိပါသည်။
- က။ ၂ ချက် ခ။ ၄ ချက် ဂ။ ၆ ချက် သ။ ၈ ချက်
- ၂။ အပြည်ပြည်ဆိုင်ရာ လူ့အခွင့်အရေးကြေညာစာတမ်းတွင် အပိုဒ်ပေါင်း..... ပါရှိပါသည်။
- က။ ၁၆ ခ။ ၃၀ ဂ။ ၄၀ သ။ ၅၄
- ၃။ နိုင်ငံသားများ၏ ရပိုင်ခွင့်များကို မြန်မာနိုင်ငံ ၂၀၀၈ ဖွဲ့စည်းပုံအခြေခံဥပဒေ၏ အခန်း တွင် ဖော်ပြထားသည်။
- က။ ၈ ခ။ ၇ ဂ။ ၆ သ။ ၅

၄။ လူ့ အခွင့်ရေးထွန်းကားအောင် လုပ်ဆောင်ရာတွင် အဓိကလုပ်ဆောင်သင့်သော အခန်းကဏ္ဍ(၃) မျိုးရှိသည်။ ၎င်းတို့မှာ မှာ ပညာပေးခြင်း၊
ချိုးဖောက်မှုများကို မှတ်တမ်းတင်ခြင်း နှင့် ဖြစ်သည်။

က။ ဆန္ဒပြတောင်းဆိုခြင်း ခ။ ရန်ပုံငွေထောက်ပံ့ခြင်း ဂ။ စည်းရုံးလှုံ့ဆော်ခြင်း ဃ။ စုပေါင်းလုပ်ဆောင်ခြင်း

၅။ အုပ်စုလိုက်အခွင့်အရေး ပေါ်ပေါက်လာခြင်းသည် များ မရှိသောကြောင့်ဖြစ်သည်။

က။ အထူးအခွင့်အရေး ခ။ တန်းတူအခွင့်အရေး ဂ။ ဖေးမကူညီခြင်း ဃ။ အသိအမှတ်ပြုခြင်း

ဂ။ အောက်ပါမေးခွန်းများကို ဖြေဆိုပါ။(၅ မှတ်)

၁။ လူ့ အခွင့်အရေးဆိုသည်ကို သင်ဘယ်လိုနားလည်ပါသလဲ၊ သင်နားလည်သလို ရှင်းပြပါ။

၂။ နိုင်ငံတကာလူ့အခွင့်အရေးကြေညာစာတမ်းများနှင့် နိုင်ငံတကာစာချုပ်များအကြား ဘယ်လိုကွာခြားမှုရှိပါသလဲ။

၃။ အပြည်ပြည်ဆိုင်ရာလူ့အခွင့်အရေးကြေညာစာတမ်းမှ အခွင့်အရေးအပိုင်း(၅) ပိုင်းကို ဖော်ပြပါ။

၄။ မြန်မာနိုင်ငံမှ လက်မှတ်ရေးထိုးထားသော စာချုပ်များ၏အမည်များကို ဖော်ပြပါ။

၅။ လူ့အခွင့်အရေးလေးစားလိုက်နာမှုနှင့်ပတ်သက်သော အစိုးရ၏ တာဝန်များကိုရှင်းပြပါ။

[Back to Contents](#)

Request Form _ Audio Visual Unit

Purpose - This form must be completed within 3 days to 7 days before the planned date. It should be submitted to Producer, Audio Visual Unit.

ပူးပေါင်းလုပ်ကိုင်လိုသော လုပ်ငန်းစဉ်အတွက် စီစဉ်ထားသော ရက်မတိုင်မှီ သုံးရက်မှ ခုနစ်ရက် အတွင်း ဤဖောင်အား ဖြည့်စွက်၍ ရုပ်သံကဏ္ဍ အဖွဲ့ခေါင်းဆောင် ထုတ်လုပ်သူထံသို့ တင်ပို့ရန် ဖြစ်သည်။

အစဉ် No.	အကြောင်းအရာ Objective/Purpose	မှတ်ချက် Comment
၁။	<p>ယခုထုတ်လုပ်မှုကို မည်သည့်ရည်ရွယ်ချက်ဖြင့် ထုတ်လုပ်လိုပါသနည်း။ ဥပမာ - အကြောင်းအရာနှင့် ပတ်သက်၍ လူထုကို သတင်း။ အသိပညာဗဟုသုတပေးရန်။ မိမိ၏ လုပ်ဆောင်မှုကို မှတ်တမ်းတင်၍ အများပြည်သူသိရှိစေရန်။</p> <p><i>What are the objectives of your production? (eg : To educate the grass root people to certain issue, documentary movie for public view)</i></p>	
၂။	<p>တင်ပြသည့် အကြောင်းအရာသည် မည်ကဲ့သို့သော ပရိတ်သတ်အမျိုးအစားအတွက် ရည်ရွယ်ပါသနည်း။ ဥပမာ - ပြည်တွင်း။ ပြည်ပ။ နိုင်ငံတကာ</p> <p><i>Who is your target audience? (i.e : People inside Burma, ASEAN people, International/Regional/Local audience)</i></p>	
၃။	<p>တင်ပြသည့် အကြောင်းအရာကို မည်သည့်ပုံစံဖြင့် တင်ပြလိုပါသနည်း။ ဥပမာ - ဇာတ်လမ်း။ မှတ်တမ်း။ သတင်း။ ကြော်ငြာ</p> <p><i>What is the type of the production? (i.e : Documentary, Drama, News, Commercial, Music Video, etc)</i></p>	

၄။	<p>တင်ပြသည့် အကြောင်းအရာကို မည်သည့်နေရာတွင် ရိုက်ကူးလိုပါသနည်း။ ဥပမာ - မဲဆောက်။ ချင်းမိုင်</p> <p><i>Where will the shooting take place? (i.e : Chiang Mai, Mae Sot, Bangkok etc)</i></p>	
၅။	<p>တင်ပြသည့်အကြောင်းအရာတွင် မည်ကဲ့သို့သော သရုပ်ဆောင်များကို ထည့်သွင်းဖော်ပြ၍ အရေအတွက် မည်မျှလိုအပ်မည်နည်း။ ဥပမာ - အမျိုးသမီး နှစ်ယောက်။ အမျိုးသား လေးယောက်။ ကလေးသုံးယောက် စသဖြင့်)</p> <p><i>How many cast do you need/ will be involved? (i.e : 2 female, 4 male, 3 children etc)</i></p>	
၆။	<p>တင်ပြသည့် အကြောင်းအရာအား ကြာမြင့်ချိန် မည်မျှသတ်မှတ်မည်နည်း။ ဥပမာ - ငါးမိနစ်။ ဆယ့်ငါး မိနစ်။ မိနစ်သုံးဆယ်</p> <p><i>How long is the production duration? (i.e: 5 minutes, 15 minutes, 30 minutes)</i></p>	

၇။	<p>တင်ပြသည့်အကြောင်းအရာအတွက် ငွေကြေးကို မည်မျှသုံးစွဲမည်နည်း။ ဥပမာ - ဘတ်တစ်သောင်း။ ဘတ် နှစ်သောင်းငါးထောင်</p> <p><i>How much is the budget estimation? (i.e: 10,000 THB, 25,000 THB)</i></p>	
၈။	<p>တင်ပြသည့်အကြောင်းအရာအတွက် ရိုက်ကူးချိန်မှစ၍ တည်းဖြတ်ထုတ်လုပ်ပြီးချိန်အထိ လုပ်ကိုင်သောအချိန်ကို မည်မျှသတ်မှတ်ထားသနည်း။ ဥပမာ - တစ်ပတ်။ နှစ်ပတ်။ တစ်လ</p> <p><i>How long the production will be scheduled (i.e: 3 days, 1 week, 1 month etc)</i></p>	
၉။	<p>တင်ပြသည့်အကြောင်းအရာအတွက် မည်ကဲ့သို့သော အကူအညီ အထောက်အပံ့များကို ပံ့ပိုးပေးနိုင်မည်နည်း။ ဥပမာ - ကား။ ရိုက်ကွင်းနေရာ။ လိုအပ်သော ရိုက်ကူးရေးပစ္စည်းများ</p> <p><i>What kind of facilities/assurances/accommodation you will provide? (i.e: car, studio or shooting place, audio equipments etc)</i></p>	
၁၀။	<p>တင်ပြမည့်အကြောင်းအရာအတွက် သက်ဆိုင်ရာအဖွဲ့နှင့် မည်ကဲ့သို့သော ကြိုတင်ပြင်ဆင် ညှိနှိုင်းမှုများကို ပြုလုပ်လိုပါသနည်း။ ဥပမာ - A/V Unit, မဲဆောက်အဖွဲ့အစည်းများ သို့မဟုတ် HREIB မဲဆောက်အဖွဲ့အစည်းများ</p> <p>How/Who will you do pre or preparation meeting with the respective team? (i.e: A/V unit, Maesot team or organization)</p>	

.....

Requested by:

Name:

Position:

Program/Department:

Organization:

[Back to Contents](#)

Resignation Acceptance Letter Form

Purpose – This form initiated by the administrative & finance manager notifies the effective date of the resignation officially by this resignation acceptance letter.

ရည်ရွယ်ချက် - ဤဖောင်ပုံစံတွင် အုပ်ချုပ်ရေးနှင့် ဘဏ္ဍာရေးမန်နေဂျာက နှုတ်ထွက်မှုစတင်သည့်နေ့ကို ဖော်ပြပြီး နှုတ်ထွက်မှုကို တရားဝင် အသိအမှတ်ပြုအကြောင်းကြားရာတွင် အသုံးပြုရမည်။

Date (နေ့စွဲ): -----

Employee Name (ဝန်ထမ်းအမည်)

Position Title (ရာထူး)

Program/Department (ပရိုဂရမ်/ဌာန)

EQMM

Dear -----,

This is to acknowledge receipts of your resignation letter. It is with deep regret that EQMM accepts your resignation from the position of ----- as full time from EQMM office, effective from -----.

ယခုစာသည် သင့်၏ နှုတ်ထွက်ခွင့်တောင်းခံခြင်းကို အသိအမှတ်ပြုသည့်စာဖြစ်သည်။ သင့်လက်ရှိ တာဝန်ထမ်းဆောင်နေသော xxxxxxxxxxx အချိန်ပြည့်တာဝန်မှ xxxxxxxxxxx နေ့မှစတင်၍ နှုတ်ထွက်ခွင့်တောင်းခံခြင်းကို ဝမ်းနည်းစွာခွင့်ပြုလိုက်ကြောင်း ပြန်လည် အကြောင်းကြားအပ်ပါသည်။

On behalf of EQMM I want to thank you for your efforts and contribution during your time with us, and I wish you all the best for the future.

အဖွဲ့တွင် သင်ထမ်းဆောင်ခဲ့သော ကာလအတွင်း သင်ကြိုးပမ်းလုပ်ဆောင်ခဲ့မှုများနှင့် အကျိုးပြုမှုများအပေါ် ကျေးဇူးအထူးတင်ရှိကြောင်း EQMM ကိုယ်စား ပြောကြားလိုပါသည်။ အနာဂတ်အတွက် အကောင်းဆုံးဖြစ်စေရန်ကိုလဲ ဆန္ဒပြုပါသည်။

We will have a farewell party for you in the evening of -----, your last of EQMM office.

သင့်နောက်ဆုံးရုံးတက်သည့် xxxxxx နေ့၏ ညနေတွင် သင့်အားနှုတ်ဆက်ပွဲအစီအစဉ်ဖြင့် နှုတ်ဆက်ကြမည်ဖြစ်ပါသည်။

Sincerely (လေးစားစွာဖြင့်)

Signature (လက်မှတ်)

Name (အမည်)

Administrative & Finance Manager (အုပ်ချုပ်ရေးနှင့် ဘဏ္ဍာရေးမန်နေဂျာ)

Equality Myanmar

Resignation Letter Form

Purpose - This letter must be submitted to executive director with cc to the administrative & finance manager and the staff member's immediate supervisor one (1) month in advance of the planned effective resignation date. The administrative & finance manager notifies the effective date of the resignation officially by resignation acceptance letter.

ရည်ရွယ်ချက် - အဖွဲ့မှ နုတ်ထွက်မည်ဟု ပြင်ဆင်ထားသည့်ရက်မတိုင်မီ တလအကြိုတွင် ဤဖောင်ပုံစံကို ဖြည့်စွက်ပြီး ညွှန်ကြားရေးမှူးထံသို့ တင်သွင်းရန် နှင့် မိတ္တူကို အုပ်ချုပ်ရေးနှင့် ဘဏ္ဍာရေးမန်နေဂျာနှင့် ဝန်ထမ်း၏အထက် စီမံကွပ်ကဲသူထံ ပေးပို့ရမည်။ အုပ်ချုပ်ရေးနှင့်ဘဏ္ဍာရေးမန်နေဂျာက နုတ်ထွက်ခွင့်ပြုသည့်စာကို ထုတ်ပြန်ပြီး နုတ်ထွက်သည့်နေ့အား တရားဝင်အကြောင်းကြားရမည်။

To/ သို့

Name အမည်:

Executive Director ညွှန်ကြားရေးမှူး
EQMM

Cc/

Name အမည်:

Administrative & Finance Manager (အုပ်ချုပ်ရေးနှင့်ဘဏ္ဍာရေးမန်နေဂျာ)

EQMM

Dear -----,

I am writing to you today to officially tender my resignation from EQMM effective on -----

EQMM မှ xxxx နေ့တွင် နုတ်ထွက်လိုကြောင်း ယနေ့တွင် တင်ပြအကြောင်းကြားအပ်ပါသည်။

Sincerely (လေးစားစွာဖြင့်),

Name အမည်:

Position Title ရာထူး:

EQMM

[\(Back to Contents\)](#)

S.W.O.T. Recruitment Analysis Form (Example)

Purpose - This form is used to analyze new recruitment to learn what was good and what can be changed to make future recruitments stronger.

ရည်ရွယ်ချက် - ဤဖော်စပ်ကို ဝန်ထမ်းသစ်များအနေဖြင့် မည်သည့်အချက်များ ကောင်းမွန်ပြီး အနာဂတ် ဝန်ထမ်းရွေးချယ်ရာတွင် ပိုမိုအားကောင်းအောင် ဘာတွေပြောင်းသင့်ကြောင်း လေ့လာနိုင်ရန်အသုံးပြုခြင်းဖြစ်သည်။

Position Recruitment (ခန့်အပ်သည့်ရာထူး):		Development Officer (example) ဖွံ့ဖြိုးရေးအရာရှိ (နမူနာသာဖြစ်)			
Date of Joining (ဝင်ရောက်သည့်နေ့):		June 30, 2012 (ဇွန် ၃၀ ၂၀၁၂ ခုနှစ်)			
Process (ကြာမြင့်သည့် ရက်ပိုင်း):	Dates	Vacancy Announcement Date:	Preliminary Short Listing Date:	Final interview Date:	Employment Offer/ Acceptance Dates:
April 7 to June 3, 2012 – 56 days (7 weeks)		ရာထူးလစ်လပ်ကြောင်း ကြေညာသည့်နေ့	ပထမဇယားတင် စစ်ဆေးသည့်နေ့	နောက်ဆုံး အင်တာဗျူး ပြုလုပ်သည့်နေ့	အလုပ် ကမ်းလှမ်း/လက်ခံ သည့်နေ့
ဧပြီ ၇ ရက်မှ ဇွန် ၃ ရက် ၂၀၁၂ ခုနှစ် (၇ ပတ်)	April 7, 2012	April 7, 2012	May 7, 2012	May 30, 2012	June 3, 2012/ June 10, 2012
	ဧပြီ ၇ ရက် ၂၀၁၂ ခုနှစ်		မေ ၇ ရက် ၂၀၁၂ ခုနှစ်	မေ ၃၀ ရက် ၂၀၁၂ ခုနှစ်	ဇွန် ၃ ရက်/ ဇွန် ၁၀ ရက် ၂၀၁၂ ခုနှစ်
Comment: Process was within organizational guidelines to complete this recruitment process within a two (2) month time period. မှတ်ချက် ကြာမြင့်သည့်ရက်ပိုင်းသည် အဖွဲ့၏လုပ်ထုံးလုပ်နည်းအရ နှစ်လအတွင်းဖြစ်ရမည်။					
Recruitment Process Strength comments (ဝန်ထမ်းရွေးချယ်မှုတွင် အားကောင်းသည့်အချက်များ):					

<p>(i.e. number and quality of applications received)</p> <p>(ဥပမာ- လျှောက်ထားသူများအရေအတွက်နှင့် အရည်အချင်းများ အားကောင်းချက်)</p>
<p>Recruitment Process Weaknesses comments (ဝန်ထမ်းရွေးချယ်မှုတွင် အားနည်းသည့်အချက်များ):</p> <p>(i.e. short listing process resulted in only five (5) qualified candidates)</p> <p>(ဥပမာ- ကောက်တင် ၅ ဦးကိုသာ ရွေးချယ်နိုင်ခြင်း)</p>
<p>Recruitment Process Opportunities comments (ဝန်ထမ်းရွေးချယ်မှုဆိုင်ရာ အခွင့်အလမ်းများ):</p> <p>(i.e. the following new recruitment forums were identified: XXXX, YYYY)</p> <p>(ဥပမာ- လျှောက်ထားသူများကိုရှာဖွေနိုင်သည့် ကွန်ယက် xxxx yyy တို့ကို တွေ့ရှိခဲ့ခြင်း)</p>
<p>Recruitment Process Threats comments (ဝန်ထမ်းရွေးချယ်မှုဆိုင်ရာ စိမ်ခေါ်ချက်များ):</p> <p>(i.e. salary scale for required skill competencies was uncompetitive based on other Thai NGO salary payments.)</p> <p>(ဥပမာ- လိုအပ်သောအရည်အချင်းအတွက်ပေးနိုင်သည့် လစာမှာ အခြားအဖွဲ့များက ပေးသည့်လစာထက် နည်းပါးလွန်းခြင်း)</p>

Summary of Lessons learned (ရရှိသောသင်ခန်းစာအနှစ်ချုပ်)

(i.e. - Position vacancy announcement was successful in attracting over 100 applicants but on review only 5 were judged to have the necessary skill competencies and experience.

လာလျှောက်သောသူပေါင်း (၁၀၀) ကျော်သည့်အတွက် အားကောင်းသော်လည်း (၅) ဦးကိုသာ ကောက်ချက်ချနိုင်သည့်အတွက် အားနည်းမှုများရှိသည်။

Recommendation (အကြံပေးချက်များ):

XXXXXXXX

- Several new recruitment forums were identified (ဝန်ထမ်းရွေးချယ်ရာ ဖော်ရမ်းများတွေ့ရှိခဲ့သည်။)
- These forums should be used in future recruitments (ထိုဖော်ရမ်းများကို နောက်ပိုင်းဝန်ထမ်းရွေးချယ်ရာတွင် အသုံးပြုသင့်သည်။)
- Selected candidate hesitated in accepting final offer citing low salary (လျှောက်ထားသူများသည် လစာနည်းသောကြောင့် ထိုရာထူးကို လက်မခံလိုကြ။)
- Make sure to market survey NGOs, CBOs and INGOs to learn what equivalent position receive) (အခြားအဖွဲ့အစည်းများက ထိုရာထူးမျိုးအတွက် မည်မျှလစာခံစားခွင့်ပေးသည်ကို လေ့လာသင့်သည်။)

-----:
Administrative & Finance Manager's Signature:

Date:

[Back to Contents](#)

Short Listing Matrix Form (Example)

Purpose - This form is used for reducing the number of position applicants to a number that can effectively be screened and later interviewed. A 'skills and experience matrix' form based on applicants CV is used to prepare an initial short list of up to 20 applicants:

ရည်ရွယ်ချက် - ဤဖောင်ပုံစံကို ရာထူးတစ်ခုအတွက် လျှောက်ထားသည့်အရေအတွက်ထဲမှ ထိထိရောက်ရောက် ဇယားတင်ရွေးချယ်ပြီး အင်တာဗျူး လုပ်ဆောင်နိုင်ရန်အတွက် အသုံးပြုရန်ဖြစ်သည်။ "ကျွမ်းကျင်မှုနှင့် အတွေ့အကြုံပိုင်းဆိုင်ရာဇယားဖောင်" သည် လျှောက်ထားသူများ၏ ကိုယ်ရေးရာဇဝင်ကိုအခြေခံလေ့လာပြီး ဇယားတင် (၂၀) ဦးအထိရွေးချယ်နိုင်ရန် အသုံးပြုခြင်းဖြစ်သည်။

Example –Evaluation categories should be redone for new recruitments

ဥပမာ- အကဲဖြတ်မှုဆိုင်ရာအကြောင်းအချက်များကို ပန်ထမ်းအသစ်ရွေးချယ်မှုအလိုက် ပြောင်းလဲနိုင်သည်။

Applicants ID Number လျှောက်ထားသူ နံပါတ်	Years of Relevant Experience လုပ်ငန်းပိုင်းဆိုင်ရာ အတွေ့အကြုံ နှစ်	VA Skill Competency (1)Required အတတ်ပညာပိုင်းဆိုင်ရာ အရည်အချင်း	VA Skill Competency (2)Required အတတ်ပညာပိုင်းဆိုင်ရာ အရည်အချင်း	VA Skill Competency (3)Required အတတ်ပညာပိုင်းဆိုင်ရာ အရည်အချင်း	VA Skill Competency (4)Required အတတ်ပညာပိုင်းဆိုင်ရာ အရည်အချင်း	Education Level ပညာရေးအဆင့်အတန်း	Total Point Value (Rank) စုစုပေါင်းအဆင့်သတ်မှတ်ချက်
1	8	8	12	4	8	8	48 (2-3)
2	4	4	4	4	4	4	24 (4)
3	12	12	8	8	4	8	52 (1)
4	0	4	4	0	4	4	16 (6)
5	8	8	12	4	8	8	48 (2-3)
6	4	4	4	4	4	0	20 (5)

7	0	0	0	0	0	8	8 (7)
8							

Point Values (example) အမှတ်တန်ဖိုး (နမူနာ)

1. **Years of Relevant Experience** (လုပ်ငန်းပိုင်းဆိုင်ရာအတွေ့အကြုံအမှတ်) – 1 point per year (တနှစ်လျှင်တစ်မှတ်)
2. **Skill competency required** (လိုအပ်သည့်ကျွမ်းကျင်မှုအမှတ်) - Minimum level – 4 points; Mid level – 8 points; Superior level – 12 points (အနိမ့်ဆုံး (၄) မှတ်၊ အလယ်အလတ် (၈) မှတ်၊ အမြင့်ဆုံး (၁၂) မှတ်)
3. **Education** (ပညာရေးအမှတ်) – BA level – 4 points; MA 8 points; PHD 12 points (BA အဆင့် (၄) မှတ်၊ MA အဆင့် (၈) မှတ်၊ PHD အဆင့် (၁၂) မှတ်)

-----:

Committee Chair signature:

ကော်မတီဥက္ကဋ္ဌလက်မှတ်

Date:

နေ့စွဲ

Note: Candidates 3, 1 and 5 would be shortlisted out of 8 applicants

မှတ်ချက်- လျှောက်ထားသူ (၈) ဦးအနက် အမှတ် ၃၊ ၁၊ ၅ တို့သည် ဇယားတင်စာရင်းစာရင်းများဖြစ်ကြသည်။

[Back to Contents](#)

Summary of Pre Test - Post Test Form

Date:

Training Venue:

Name of Trainer:

စဉ်	အမည်	ကျား/မ	အကြိုမေးခွန်းရမှတ်	အလွန်မေးခွန်းရမှတ်	မှတ်ချက်

--	--	--	--	--	--

Supervisory Evaluation Form

Purpose – EQMM conducts the **annual** performance evaluation process to allow staff members to offer feedback to the supervisor in a written form that is based on a set of clearly and previously – established criteria, and to increase the supervisor’s competence as a supervisor. And it will provide the supervisor with an understanding of his/her job performance in relation to the supervisee, and to suggest areas for improvement.

It will be placed in supervisor’s personnel file and kept as confidential if necessary.

ရည်ရွယ်ချက် - EQMM သည် ဝန်ထမ်းများအား သူ၏အထက်စီမံကွပ်ကဲသူနှင့်ပတ်သက်၍ သုံးသပ်အကြံပေးချက်များကို စာဖြင့်ရေးသားနိုင်မည့် နှစ်ပတ်လည်လုပ်ဆောင်မှုဆိုင်ရာ အကဲဖြတ်ဆန်းစစ်ချက်ကို လုပ်ဆောင်ပါသည်။ ထိုသို့လုပ်ဆောင်ရာတွင် ယခင်က ရှင်းလင်းစွာချမှတ်ထားခဲ့သည့် စံချိန်စံညွှန်းများအပေါ်အခြေခံ၍ လုပ်ဆောင်ခြင်းဖြစ်ပြီး စီမံကွပ်ကဲသူများ အရည်အသွေးတိုးတက်မြှင့်တင်မှုလောကဓာတ် ဖြစ်ပါသည်။ ထို့ပြင် စီမံကွပ်ကဲသူအနေဖြင့်လည်း မိမိစီမံကွပ်ကဲနေသူနှင့်ဆက်စပ်နေသည့် မိမိ၏လုပ်ငန်းဆောင်ရွက်မှုစွမ်းများကို ပိုမိုနားလည်ပြီး တိုးတက်သင့်သည့် အကြောင်းအရာများကို အကြံပေးနိုင်ရန်ဖြစ်ပါသည်။ ထိုဖောင်ပုံစံကို စီမံကွပ်ကဲသူ၏ ကိုယ်ရေးဖိုင်ထဲတွင် ထည့်သွင်းသိမ်းဆည်းထားပြီး လိုအပ်ပါက လျှို့ဝှက်ထားမည်ဖြစ်ပါသည်။

Supervisor Name (စီမံကွပ်ကဲသူအမည်):

Supervision Period: to

စီမံကွပ်ကဲသည့်အချိန်ကာလ xxxxxx မှ xxxxxx အထိ

Date of Evaluation (ဆန်းစစ်သည့်နေ့စွဲ):

Performance Level Rating Scale (စွမ်းဆောင်နိုင်မှုအဆင့်သတ်မှတ်ချက်):

4 – Exceeds expectations

၄ - မျှော်လင့်ချက်ထက် ပိုမိုကောင်းမွန်သည်

3 - Meets expectations

၃ - မျှော်မှန်းချက်ကို ပြည့်မီသည်

2 – Needs improvement

၂- တိုးတက်ရန်လိုသည်

1 – Unsatisfactory

၁ - စိတ်ကျေနပ်ဖွယ်မရှိ

Evaluation Items (အကဲဖြတ်ဆန်းစစ်ခြင်း)	Rate အဆင့် သတ်မှတ်ချက်
Leadership (ခေါင်းဆောင်မှုပိုင်း)	
1. Demonstrates the ability to direct others in accomplishing works (၁) အခြားသူများ၏ လုပ်ငန်းများအောင်မြင်လာစေအောင်လမ်းညွှန်ပေးနိုင်မှုအရည်အချင်း	
2. Creates a culture supportive of staff, which fosters individual motivation, high levels of individual and team performance, and quality of service (၂) ဝန်ထမ်းများအတွက် စိတ်အားတက်စရာကောင်းသော၊ တဦးချင်းနှင့်အဖွဲ့လိုက်လုပ်ဆောင်မှုအထူးကောင်းမွန်စေသော၊ ကောင်းမွန်သည့်ဝန်ဆောင်မှုဖြစ်စေသော ပံ့ပိုးကူညီပေးသည့်စနစ်ကို ဖန်တီးပေးနိုင်မှု	
3. Functions effectively under pressure (၃) ဖိအားများအကြား ထိရောက်စွာလုပ်ဆောင်နိုင်မှု	
4. Responds appropriately to criticism and to suggestions for work improvements (၄) လုပ်ကိုင်မှုတိုးတက်စေရေးနှင့် ပတ်သက်သည့် ဝေဖန်မှုများ၊ အကြံပေးချက်များကို သင့်လျော်စွာ တုံ့ပြန်နိုင်မှု	
5. Manages assets including technology, equipment, budget and space, where applicable (၅) နည်းပညာပိုင်း၊ စက်ပစ္စည်းပိုင်း၊ ဘတ်ဂျက်နှင့် နေရာများကို လိုအပ်သလို စီမံခန့်ခွဲနိုင်မှု	
Project /Program Management(ပရောဂျက်စီမံခန့်ခွဲမှုအပိုင်း)	
6. Define expectations and tasks clearly (၆) မျှော်မှန်းချက်များနှင့် ထမ်းဆောင်ရမည့်တာဝန်များကို ရှင်းလင်းစွာ ပြောပြနိုင်မှု	
7. Plans and organize works, coordinates with others, establishes appropriate priorities (၇) အလုပ်များကို အခြားသူများနှင့်ပူးပေါင်း၍ ပြင်ဆင်ဆောင်ရွက်မှုနှင့် သင့်လျော်သည့်ဦးစားပေးချက်များကို ချမှတ်နိုင်မှု	
8. Allows sufficient times for completion of assignments (၈) တာဝန်ပေးမှုများပြီးမြောက်ရန်အတွက် လုံလောက်သောအချိန်ကို သတ်မှတ်ပေးမှု	

9. Determines appropriate action and follows through in a timely and decisive manner (၉) အချိန်ကိုက်ဖြစ်ပြီး ခိုင်မာသည့်အပြုအမူများနှင့် သင့်လျော်သည့်လုပ်ဆောင်မှုများ၊	
10. Delegates authority when appropriate (၁၀) သင့်လျော်ပါက ကိုယ်စားပြုအာဏာများ ပေးအပ်မှု၊	
Personnel Management(ဝန်ထမ်းကြီးကြပ်ရေးအပိုင်း)	
11. Be flexible and responsive to your changing needs (၁၁) ပြောင်းလဲနေသည့်လိုအပ်ချက်များအလိုက် ပြောင်းလဲနိုင်စွမ်းနှင့် တုန့်ပြန်နိုင်စွမ်းရှိမှု၊	
12. Recognize and accommodate to your level of experience and style of learning (၁၂) မိမိတွင်ရှိသောအတွေ့အကြုံများနှင့် လေ့လာမှုပုံစံများအား အသိအမှတ်ပြုခြင်းနှင့် ပံ့ပိုးပေးနိုင်မှု၊	
13. Encourage you to explore the implications of your interventions (၁၃) မိမိအလုပ်တွင်တွေ့ကြုံရတတ်သည့်အခက်အခဲများကို ကျော်လွှားနိုင်ရန် အားပေးမှု၊	
14. Help clarify and define the nature of problem(s) you are having in your work (၁၄) အလုပ်တွင်ကြုံတွေ့ရသည့် ပြဿနာများ၏သဘောသဘာဝကို ရှင်းလင်းဖော်ထုတ်နိုင်ရန် ကူညီပေးမှု၊	
15. Maintain appropriate confidentiality (၁၅) လျှို့ဝှက်ချက်များကို သင့်လျော်သလို ထိမ်းသိမ်းတတ်မှု၊	

Summarize the supervisor's strengths and weaknesses as you currently view them and make suggestions for ways in which your supervisor could further facilitate your learning.

သင့်အထက်စီမံကွပ်ကဲသူ၏ အားကောင်းချက်နှင့် အားနည်းချက်များကိုသင်ယူအချိန်တွင်မြင်သလို အနှစ်ချုပ် ပြောပြီးပြီး သင့်အတွက်သင်ယူမှုကောင်းများဖြစ်လာအောင် ထိုသူအပေါ် ဘယ်လိုအကြံပေးချင်ပါသလဲ။

Supervisor’s Supervisor Comments (ထိုသူ၏အထက်တွင်ရှိသော စီမံကွပ်ကဲသူ၏ တင်ပြချက်များ):

Approved by _____

Signature and Name of Supervisor’s Supervisor or Executive Director

Date

Please send the completed form to the Supervisor’s supervisor or Executive Director. အားလုံးဖြည့်စွက်ပြီးပါက ဤဖောင်ပုံစံကို ထိုသူ၏အထက်တွင်ရှိသော စီမံကွပ်ကဲသူ သို့မဟုတ် ညွှန်ကြားရေးမှူးထံသို့ ပေးပို့ပါ။

[\(Back to Contents\)](#)

Trainer Request Form သင်တန်းနည်းပြတောင်းခံလွှာပုံစံ

Date:

I. Organization Information

၁။ အဖွဲ့အစည်းဆိုင်ရာသတင်းအချက်အလက်များ။

Information about the Organization Requesting Training: သင်တန်းတောင်းခံသောအဖွဲ့အစည်းဆိုင်ရာသတင်းအချက်အလက်။	
Name of Organization အဖွဲ့အစည်းအမည်	
Office email address ရုံးအီးမေးလ် လိပ်စာ	
Name & Position of contact person ဆက်သွယ်ရမည့်သူ၏ အမည်နှင့် ရာထူး	
Email address of contact person ဆက်သွယ်ရမည့် ဖုန်းနှင့် အီးမေးလ်	

II. Training Information

၂။ သင်တန်းဆိုင်ရာ သတင်းအချက်အလက်များ။

The Topic of training: သင်တန်းခေါင်းစဉ်။		
1	အခြေခံလူ့အခွင့်အရေးနှင့် အခွင့်အရေးအခြေပြုချဉ်းကပ်ခြင်းဆိုင်ရာ သင်တန်း Basic Human Rights and RBA Training	<input type="checkbox"/>
2	အခြေခံလူ့အခွင့်အရေးနှင့် အမျိုးသမီးအခွင့်အရေးဆိုင်ရာ သင်တန်း Women Rights Training	<input type="checkbox"/>
3	အခြေခံလူ့အခွင့်အရေးနှင့် လှုံ့ဆော်စည်းရုံးခြင်းဆိုင်ရာ သင်တန်း Basic Human Rights and Advocacy Training	<input type="checkbox"/>
4	အခြေခံလူ့အခွင့်အရေးနှင့် လိင်စိတ်ခံယူမှုကွဲပြားသူများဆိုင်ရာ သင်တန်း Basic Human Rights and LGBT Training	<input type="checkbox"/>

5	အခြေခံလူ့အခွင့်အရေးနှင့် လူထုစည်းရုံးခြင်းဆိုင်ရာ သင်တန်း Basic Human Rights and Community Organizing Training	<input type="checkbox"/>
6	အခြေခံလူ့အခွင့်အရေးနှင့် လယ်ယာမြေပိုင်ဆိုင်မှုအခွင့်အရေးဆိုင်ရာ သင်တန်း Basic Human Rights and Land Rights Training	<input type="checkbox"/>
7	အခြေခံလူ့အခွင့်အရေးနှင့် လွတ်လပ်စွာပြောဆိုခွင့်ဆိုင်ရာ သင်တန်း Basic Human Rights and Freedom of expression Training	<input type="checkbox"/>
8	ASEAN အာဆီယံ	<input type="checkbox"/>
9	Universal Periodic Review (UPR) လူ့အခွင့်အရေးပုံမှန်အစီရင်ခံစာ	<input type="checkbox"/>
10	Child Right ကလေးအခွင့်အရေး	<input type="checkbox"/>
11	Civil and political rights (Freedom of Assembly, Association and Expression) နိုင်ငံသားနှင့် နိုင်ငံရေးအခွင့်အရေးများ (လွတ်လပ်စွာ စုဝေးခွင့်၊ အသင်းအဖွဲ့ ဖွဲ့စည်းခွင့်နှင့် ထုတ်ဖော်ပြောဆိုခွင့်)	<input type="checkbox"/>
12	Economic, Social and Culture Rights စီးပွားရေး၊ လူမှုရေးနှင့် ယဉ်ကျေးမှုအခွင့်အရေးများ	<input type="checkbox"/>
13	Diversity and Non discrimination မတူကွဲပြားခြင်းနှင့် ခွဲခြားဆက်ဆံမှုမပြုခြင်း	<input type="checkbox"/>
14	Human Rights and 2008 Constitution လူ့အခွင့်အရေးနှင့် ၂၀၀၈ ဖွဲ့စည်းအုပ်ချုပ်ပုံအခြေခံဥပဒေသုံးသပ်လေ့လာခြင်း	<input type="checkbox"/>
15	Facilitation Skills စေ့စပ်ဆော်ကြားခြင်း၊ ကူညီပံ့ပိုးခြင်း	<input type="checkbox"/>
16	Module developing သင်တန်းသင်ခန်းစာများရေးဆွဲခြင်း	<input type="checkbox"/>

The target participant: ပို့ချမည့် သင်တန်းသူ၊သားအမျိုးအစား။

No. of Participants သင်တန်းသူ၊ သားဦးရေ	Female မ	Male ကျား	Age အသက်Betwe..... မှ
---	-------	----------------------------	-----------------------------	-------------	--

Ethnicity လူမျိုး
----------------------	-------

Training period သင်တန်းပြု လုပ်မည့်ကာလ။	Total days စုစုပေါင်းရက်	From မှ D/M/Y နေ့၊ လ၊ နှစ်	To ထိ D/M/Y နေ့၊ လ၊ နှစ်
--	-----------------------------------	--	--

Objectives of training: သင်တန်းပြုလုပ်ရခြင်း၏ရည်ရွယ်ချက်။

- 1.
- 2.
- 3.
- 4.

Reason for training request: သင်တန်းတောင်းခံရခြင်း၏ကြောင်းရင်း။

- 1.

2.			
3.			
4.			
Expected impact of training: သင်တန်းအပြီး မျှော်မှန်ထားသည့်ရလဒ်။			
1.			
2.			
3.			
4.			
Follow up Plan after training: သင်တန်းပြီး နောက်ဆက်တွဲလုပ်ငန်းစဉ်။			
1.			
2.			
3.			
4.			
Number of trainings: သင်တန်းအရေအတွက်။			
Training venue: သင်တန်းပြုလုပ်မည့်နေရာ။			
Arrangements provided for Trainer: သင်တန်းနည်းပြအတွက် မိမိတို့အဖွဲ့မှ တာဝန်ယူမည့် ကဏ္ဍများ။			
Transportation လမ်းခရီး	<input type="checkbox"/>	Accommodation တည်းခိုမှု	<input type="checkbox"/>
Food အစားအသောက်(သင်တန်းတွင်း)	<input type="checkbox"/>	Communication ဆက်သွယ်ရေး	<input type="checkbox"/>
Per diem အစားသောက် (လမ်းခရီး)	<input type="checkbox"/>	Honorarium ဉာဏ်ပူဇော်ခ	<input type="checkbox"/>
Title: ခေါင်းစဉ်။	Amount available from your organization: (as above selected) မိမိအဖွဲ့အစည်းမှတာဝန်ယူမည့်ပမာဏ။ (အထက်က ရွေးချယ်ထားသော)		
Food အစားအသောက်(သင်တန်းတွင်း)			
Transportation လမ်းခရီး			
Accommodation တည်းခိုမှု			

Communication ဆက်သွယ်ရေး	
Per diem အစားသောက်(လမ်းခရီး)	
Honorarium ဉာဏ်ပူဇော်ခ	
Grand total စုစုပေါင်း	
Funded by / Outside Funding: (if available) ထောက်ပံ့ပေးသောအဖွဲ့အစည်း။ (ပြင်ပအဖွဲ့မှ ထောက်ပံ့မှုရရှိထားပါက)	

မှတ်ချက်။ Note:

EQMM's trainer honorarium standard rate: သင်တန်းနည်းပြများဉာဏ်ပူဇော်ခသတ်မှတ်ချက်။	
၁။ နည်းပြသက်တမ်း - ၄ နှစ် အောက်	မြန်မာကျပ်ငွေ- ၇၅ ၀၀၀ - အထက်
၂။ နည်းပြသက်တမ်း - ၄ နှစ် အထက်	မြန်မာကျပ်ငွေ- ၁၀၀ ၀၀၀ - အထက်
ရံပုံငွေအခက်အခဲရှိသောအသင်းအဖွဲ့များအနေဖြင့်စွဲငွေညှိနှိုင်းနိုင်ပါသည်။	

ဤလျှောက်လွှာကို Administrative & Finance Manager ထံသို့ info@equalitymyanmar.org and/or khinmmoe@equalitymyanmar.org ဖြင့် ဆက်သွယ်၊ ပေးပို့နိုင်ပါသည်။

The application form can be submitted to the Administrative & Finance Manager via info@equalitymyanmar.org and/or khinmmoe@equalitymyanmar.org.

Trainer Activity Report Form

သင်တန်းအစီရင်ခံလွှာ

ယေဘုယျအချက်အလက်	
သင်တန်းအမည်	
သင်တန်းရက်စွဲ	
သင်တန်းနေရာ(ကျေးရွာ၊ မြို့နယ်၊ မြို့၊ ပြည်နယ်)	
သင်တန်းဆရာအမည်	

သင်တန်းသားအချက်အလက်	
သင်တန်းသားအရေအတွက်	
ခန့်မှန်းဘတ်ဂျက်	
အမှန်တကယ်ကုန်ကျသောဘတ်ဂျက်	

Gender ဂျင်ဒါ
ကျား အရေအတွက်
မ အရေအတွက်

တိုင်းရင်းသား							
ဗမာ		ကချင်		ကရင်နီ		ရှမ်း	
ချင်း		ကရင်		မွန်		အာဇာနည်	

သင်တန်းအတွင်း ဖြစ်ပေါ်လာသော အကျိုးသက်ရောက်မှုများ၊ ပြောင်းလဲမှုများအကြောင်း အကျဉ်းချုံးဖော်ပြပါ။

သင်ကြားသော အကြောင်းအရာ၊လုပ်ရှားမှု၊ဆွေးနွေးမှုများ ရလဒ်ကြောင့် သင်တန်းသားများရရှိလိုက်သော အသိပညာများ ရှိပါသလား။ ဥပမာ ဖြင့် ရှင်းပြပေးပါ။

သင်ကြားသော အကြောင်းအရာ၊လုပ်ရှားမှု၊ဆွေးနွေးမှုများ ရလဒ်ကြောင့် သင်တန်း သားများ၏ အမြင်၊အတွေးအခေါ်များ ပြောင်းလဲမှုများ ရှိခဲ့ပါသလား။ ဥပမာဖြင့် ရှင်းပြပါ။

Recap, discussion, deepening, synthesis

သင်ကြားသော အကြောင်းအရာ၊လုပ်ရှားမှု၊ဆွေးနွေးမှုများ ရလဒ်ကြောင့် သင်တန်းသားများ၏ ကိုယ်ကျင့်အမူအရာပိုင်း ပြောင်းလဲ

တိုးတက်မှုများ ရှိခဲ့ပါသလား။ ဥပမာဖြင့် ရှင်းပြပါ။

Recap, discussion, deepening, synthesis

သင်တန်းဦးဆောင်သူအနေဖြင့် ရရှိလိုက်သော အသိပညာ၊ ပြောင်းလဲခဲ့သော အမြင် နှင့် သင်ခန်းစာ ယူစရာများ ရှိခဲ့ပါသလား။
ဥပမာဖြင့် ရှင်းပြပါ။

အားကောင်းချက်

သင်တန်းအတွင်း ဘာတွေ အားကောင်းခဲ့တာ ရှိခဲ့လဲ။

သင်တန်းအတောအတွင်း ဘယ်အပိုင်းက ပိုအထိရောက်ဆုံး၊ လုပ်ဆောင်မှု အကောင်းဆုံးလို့ ထင်လဲ။

စိန်ခေါ်ချက်

သင်တန်းစီစဉ်ဆောင်ရွက်ရာတွင် ဘာအခက်အခဲများ ကြုံခဲ့ရလဲ၊ ကျေးဇူးပြုပြီး ထိုအခက်အခဲများကို ဖော်ပြပေးပါ။

သင်တန်းဦးဆောင်သင်ကြားမှုအပိုင်းတွင် ဘာအခက်အခဲများ ကြုံခဲ့တာရှိလဲ၊ ကျေးဇူးပြုပြီး ထိုအခက်အခဲများကို ဖော်ပြပေးပါ။

သင်တန်းသားများ၏ အကြံပြုချက်

သင်တန်းအပေါ် သင်တန်းသားများ၏ တုံ့ပြန်မှု ဘယ်လိုရှိလဲ။

- Evaluation form
- Feedback

သင်တန်းသားများအနေဖြင့် သင်တန်း၏ ဘယ်အပိုင်းကို သဘောကျနှစ်ခြိုက်တာ တွေ့ရလဲ။

သင်တန်းသားများအနေဖြင့် သင်တန်း၏ ဘယ်အပိုင်းကို သဘောမကျ၊ မပျော်ရွှင်တာ တွေ့ရလဲ။

ကျေးဇူးပြုပြီး သင်တန်းသားများ၏ သင်တန်းဆရာအပေါ် သုံးသပ်ဖော်ပြချက်များ ရှိရင် ချရေးပေးပါ။

--

နောက်ဆက်တွဲ

သင်တန်း နောက်ဆက်တွဲ အစီအစဉ်များ ရှိပါသလား။ ရှိရင် ဒီနေရာတွင် ဖော်ပြပေးပါ။

အနာဂတ်တွင် ဒီလို သင်တန်းမျိုး ထပ်လုပ်ချင်ပါသလား။

သင်တန်းသားများအနေဖြင့် သင်တန်း နောက်ဆက်တွဲ အစီအစဉ်များ လုပ်ရန် ရှိသလား။ ရှိပါက ဒီနေရာမှာ ဖော်ပြပေးပါ။

အနာဂတ်တွင် ဒီလို အလားတူ သင်တန်းမျိုး လုပ်မည်ဆိုပါက ရပ်ရွာလူထု အသိုင်းအဝိုင်းက ကြိုက်နှစ်သက်မည် ထင်ပါသလား။

ဘာကြောင့်လဲ။

Equality Myanmar အား သင့်အနေဖြင့် ဘာအကြံဉာဏ် (သို့မဟုတ်) ထောက်ပြချက်များ ပေးရန် ရှိသလဲ။ ရှိပါက ဖော်ပြပေးပါ။

ကျေးဇူးပြုပြီး အစီအရင်ခံစာတွင် သင်တန်းမှ ဓာတ်ပုံများနှင့် အခြားသင်တန်း
မှတ်တမ်းကောက်ယူခြင်းအချက်အလက် များကို တစ်ပါတည်း ပူးတွဲပို့ပေးပါ။ (သင်တန်းအချိန်ဇယား၊
တက်ရောက်သူစာရင်း၊ pre/post test (အနှစ်ချုပ်), ဆန်းစစ်လွှာ (အနှစ်ချုပ်)၊ ဓာတ်ပုံ၊
ငွေကြေးအသုံးပြုမှုအစီရင်ခံလွှာနှင့် ငွေလက်ခံဖြတ်ပိုင်းများ)

အစီရင်ခံစာတင်ပို့သူ၏အမည်.....

အစီအရင်ခံစာတင်သည့်ရက်.....

[\(Back to Contents\)](#)

Training Attendant Sheet Form

Name of Training _____

Name of Trainer(s) _____

Date _____

Place _____

No.	Name	Gender		Sign	Sign	Sign	Sign
				Date :	Date :	Date:	Date:

Training Evaluation Form						
အောက်ပါတို့ဖြေဆိုချက်များအပေါ်မိမိခန့်မှန်းလည်မှုများကိုသင့်လျော်သောအကွက်ကိုရွေးပြီးအမှန်ဖြစ်ပေးပါ။						
I.	ခြုံငုံသုံးသပ်ချက်။	လုံးစုံ သဘောမတူ	သဘောမ တူ	အသင့် အတင့်	သဘောတူ	အလွန် သဘော တူ
1.	ဤသင်ခန်းစာသည် မိမိအတွက် အကျိုးရှိပါသည်။	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	ဤသင်ခန်းစာမှ သင်ယူမှုများကို မိမိဘဝ၊ လုပ်ငန်းခွင်တွင် လက်တွေ့အသုံးပြုသွားမည်။	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	ရရှိသောသတင်းအချက်အလက်များကို သူငယ်ချင်း၊ မိသားစု၊ လုပ်ဖော်ကိုင်ဖက်၊ သင်တန်းသူ၊သားများထံသို့ ပြန်လည်ပေးသွားမည်။	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. အထက်ပါတုန့်ပြန်ချက်အတွက်မှတ်ချက်၊ထင်မြင်ချက်များရှိပါက ဖော်ပြပေးပါ။						
II.	စေ့စပ်ဆော်သြပေးခြင်း။	လုံးစုံ သဘောမတူ	သဘောမ တူ	အသင့် အတင့်	သဘောတူ	အလွန် သဘော တူ
5.	စေ့စပ်ဆော်သြပေးသူသည် သင်တန်းသူ၊သားတိုင်း ပါဝင် နိုင်ရန် စေ့စပ်လှုံ့ဆော်ပေးသည်။	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	မိမိ၏ထင်မြင်ယူဆချက်များကို ဆွေးနွေးရာတွင် သက်တောင့် သက်သာဖြစ်စေသည်ဟု ခံစားရသည်။	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7.	စေ့စပ်ဆော်ကြပေးသူမှ အသုံးပြုသွားသော သင်တော်ကူများသည် သင်ယူလေ့လာမှုအားကောင်းလာစေရန် အထောက်အကူပြုသည်။	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	သင်တန်းဦးဆောင်သူသည် လိုအပ်သော သတင်းအချက်အလက်၊ သင်တန်းအကြောင်းအရာများကိုရှင်းရှင်းလင်းလင်း တင်ပြ၊ ရှင်းပြနိုင်ခဲ့သည်။	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ဤသင်တန်းဦးဆောင်သူသည် သင်တန်းသားများထံမှ မေးခွန်းများအားလုံးကို ဖြေရှင်းနိုင်ခဲ့သည်။	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	စေ့စပ်ဆော်ကြပေးသူသည် သင်တန်းသူ/သားတိုင်း ပါဝင်နိုင်ရန် တိုက်တွန်းအားပေးနိုင်ခဲ့သည်။	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	စေ့စပ်ဆော်ကြပေးသူသည် သင်ခန်းစာအကြောင်း အရာအပေါ် ကျွမ်းကျင်ပိုင်နိုင်မှုရှိသည်။	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. အထက်ပါတုန့်ပြန်ချက်အတွက်မှတ်ချက်၊ ထင်မြင်ချက်များရှိပါကဖော်ပြပေးပါ။

III .	အဓိကခေါင်းစဉ်များ။ ဤသင်ခန်းစာကိုလေ့လာပြီးနောက်မိမိအနေဖြင့် ပိုမိုကောင်းမွန်စွာ-	လုံးစုံသဘောမတူ	သဘောမတူ	အသင့်အတင့်	သဘောတူ	အလွန်သဘောတူ
9.	လူ့အခွင့်အရေးနှင့် လူ့ဂုဏ်သိက္ခာဆက်စပ်နေပုံကို ရှင်းလင်းစွာ နားလည်လာသည်။	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 .	လူ့အခွင့်အရေးအခြေခံအချက်များနှင့် သဘောတရားများကို နားလည်လာသည်။	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11	UDHR သည် လူသားတိုင်းနှင့်သက်ဆိုင်သည်ကို ရှင်းပြနိုင်သည်။	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	လူ့အခွင့်အရေးနှင့် UDHR သမိုင်းကြောင်းကို ရှင်းပြနိုင်သည်။	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	လူ့အခွင့်အရေးနှင့် တာဝန်အမြဲ ဒွန်တွဲနေကြောင်းကို နားလည် လာသည်။	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	လူ့အခွင့်အရေးသည် ကျွန်ုပ်တို့၏ယဉ်ကျေးမှု၊ ဘာသာတရားများတွင် ရှိပြီးသား၊ ကျင့်သုံးနေပြီးဖြစ်ကြောင်း ပိုမိုသေချာစွာ နားလည်သဘောပေါက်လာသည်။	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	UDHR အပိုဒ် ၃၀ ကို နားလည်လာသည်။	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	မြန်မာနိုင်ငံ၏ ၂၀၀၈ ဖွဲ့စည်းပုံအခြေခံဥပဒေရှိနိုင်ငံသားတို့ ၏ရပိုင်ခွင့်နှင့် UDHR ကို နှိုင်းယှဉ်သုံးသပ်လာနိုင်သည်။	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	အုပ်စုလိုက်အခွင့်အရေးပေါ်ပေါက်လာခြင်း၏အကြောင်း အရင်းကို ရှင်းလင်းစွာနားလည်သဘောပေါက်လာသည်။	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	နိုင်ငံတကာလူ့အခွင့်အရေးဆိုင်ရာစာချုပ်များနှင့်ပတ်သက်၍ ပီး လေ့လာခွင့်ရရှိခဲ့သည်။	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	မြန်မာနိုင်ငံမှ လက်မှတ်ရေးထိုးထားသော လူ့အခွင့်အရေး ဆိုင်ရာစာချုပ်များကို သိရှိလာသည်။	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	မြန်မာနိုင်ငံ၏ လူ့အခွင့်အရေးအခြေအနေကို သုံးသပ်လာနိုင်သည်။	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	လူ့အခွင့်အရေးရရှိလာဖို့ လုပ်ဆောင်ရမည့်နည်းလမ်းများနှင့် တိုင်ကြားနိုင်မည့် နေရာများကို ရှာဖွေတွေ့ရှိလာသည်။	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. အထက်ပါတုန့်ပြန်ချက်အတွက်မှတ်ချက်၊ထင်မြင်ချက်များရှိပါကဖော်ပြပေးပါ။						

IV. ဤသင်ခန်းစာ၏လှုပ်ရှားမှု၊ ဆွေးနွေးမှုများမှဆည်သို့သော အသိအမြင်၊ အယူအဆ၊ အတွေးအခေါ် ပြောင်းလဲမှုများဖြစ်ပေါ်၊ ရရှိလိုက်ပါသလား။

ရှိ ☐ မရှိ ☐

သင်ပေးလိုက်သော အဖြေအရာတတ်နိုင်ဆုံး အသေးစိတ်ရှင်းပြပေးပါ။

[Back to Contents](#)

Training Participant Follow-Up Questionnaire Form

သင်တန်းသူ/သားများအတွက်မေးခွန်းများ

Training batch/Area

သင်တန်းအမှတ်စဉ်နေရာ။

Part I. Personal Information အပိုင်း ၁။ ကိုယ်ရေး သတင်း အချက်အလက်			
Name အမည်		Gender လိင်	<input type="checkbox"/> Male ကျား <input type="checkbox"/> Female မ
Age အသက်			
Training Sector သင်တန်းအမျိုးအစား			<input type="checkbox"/> Arakan ရခိုင် <input type="checkbox"/> Burman ဗမာ <input type="checkbox"/> Chin ချင်း <input type="checkbox"/> Kachin ကချင် <input type="checkbox"/> Karen ကရင် <input type="checkbox"/> Kayah ကယား <input type="checkbox"/> Mon မွန် <input type="checkbox"/> Shan ရှမ်း <input type="checkbox"/> Other အခြား _____
Location နေရာ			
Education ပညာအရည်အချင်း	<input type="checkbox"/> Primary School မူလတန်း <input type="checkbox"/> Middle School အလယ်တန်း <input type="checkbox"/> High School အထက်တန်း <input type="checkbox"/> University ဘွဲ့ရ <input type="checkbox"/> Post Graduate ဘွဲ့လွန်	Ethnicity လူမျိုး	
Email Address		Phone No.	

အီးမေးလ် လိပ်စာ		ဖုန်းနံပါတ်	
Part II. Professional Background အပိုင်း ၂။ ကျွမ်းကျင်မှုနှင့်အတတ်ပညာဆိုင်ရာအတွေ့အကြုံများ။			
Organization အဖွဲ့အစည်း		Role/Rank ရာထူး၊ အဆင့်	
Organization Type အဖွဲ့အစည်း အမျိုးအစား	<input type="checkbox"/> Political Group နိုင်ငံရေးအုပ်စု <input type="checkbox"/> Local CBO ဒေသခံ လူထုအခြေပြုအဖွဲ့အစည်း <input type="checkbox"/> Local NGO ဒေသခံ အစိုးရမဟုတ်သော အဖွဲ့အစည်း <input type="checkbox"/> International NGO နိုင်ငံတကာ အစိုးရမဟုတ်သော အဖွဲ့အစည်း <input type="checkbox"/> Religious Institution ဘာသာရေးဆိုင်ရာ အဖွဲ့အစည်း <input type="checkbox"/> School/University ကျောင်း၊ တက္ကသိုလ် <input type="checkbox"/> Labor Union အလုပ်သမား သမဂ္ဂ <input type="checkbox"/> Other အခြား _____		
Main areas of work & target group(s) of your organisation သင့်အဖွဲ့အစည်း၏ အဓိက လုပ်ဆောင်မှု နှင့် ရည်ရွယ်သော အုပ်စုများ			

1	<p>Are you using the human rights education, knowledge & skills acquired during the training in your work?</p> <p>သင့်လက်ရှိအလုပ်တွင် သင်တန်းမှ ရရှိသော လူ့အခွင့်အရေး ဆိုင်ရာ အသိပညာများ၊ ဗဟုသုတ များကို အသုံးပြုမှု ရှိပါသလား။ <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe. If no, please explain why not.</p> <p>အသုံးပြုမှု ရှိပါက ဖော်ပြပေးပါ။ အသုံးပြုမှု မရှိပါက အဘယ်ကြောင့် အသုံးမပြုရသည်ကို ရှင်းပြပါ။</p>
2	<p>Have your ideas/perceptions and/or attitudes changes as a result of your participation in the training?</p> <p>သင်တန်းတက်ခြင်းအားဖြင့် သင်၏ အတွေးအခေါ်၊ အသိအမြင်နှင့် စိတ်နေစိတ်ထားတို့ ပြောင်းလဲမှု ရှိခဲ့ပါသလား။ <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe the changes.</p> <p>ရှိခဲ့ပါက ကျေးဇူးပြုပြီး ထိုပြောင်းလဲမှုများကို ဖော်ပြပါ။</p>

3	<p>Have you shared what you learned during this activity?</p> <p>If yes, who did you share with? Please provide an example.</p> <p>သင်တန်းတွင် လေ့လာခဲ့ရသည်များကို အခြားသူများသို့ ပြန်လည်ဖြန့်ဝေခဲ့ပါသလား။ အကယ်၍ ဖြန့်ဝေခဲ့ပါက မည်သူ့အပေါ် မည်ကဲ့သို့ ဖြန့်ဝေခဲ့သည်ကို ဥပမာနှင့်တကွ ဖော်ပြပါ။ <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

4	<p>Have you conducted any Human Rights related activity or follow-up after the training?</p> <p>သင်တန်းပြီးသည့်နောက် လူ့ အခွင့်အရေးနှင့်သက်ဆိုင်သော လှုပ်ရှားမှုမျိုး၊ ပြန်လည် ဆန်းစစ်ခြင်းမျိုး ကို ပြုလုပ်ဖြစ်ပါသလား။ <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what kind of activity was it? (e.g. meeting, HRV documentation, training, discussion)</p> <p>ပြုလုပ်ဖြစ်ပါက မည်သို့သော လုပ်ဆောင်မှု ဖြစ်သည်ကို ဖော်ပြပါ။ (ဥပမာ - အစည်းအဝေး၊ လူ့အခွင့်အရေး ပညာပေး ဇာတ်လမ်းဗီဒီယို၊ သင်တန်း ပို့ချခြင်း၊ ဆွေးနွေး ဖလှယ်ခြင်း)</p>

5	<p>Who was the target group for the activity?</p> <p>မိမိ၏ လုပ်ဆောင်မှုအတွက် မည်သူတို့ကို အဓိကဦးတည်ထားပါသနည်း။</p>
6	<p>Which human rights instruments and specific rights were reflected in the activity?</p> <p>မိမိ၏ လုပ်ဆောင်မှုထဲတွင် လူ့အခွင့်အရေးသင်ခန်းစာများထဲမှ မည်သည့် အချက်များ၊ မည်သည့် နည်းလမ်းများကို ထည့်သွင်းအသုံးပြုထားပါသနည်း။</p>

7	<p>What was the feedback from participants?</p> <p>သင်နှင့်အတူသင်တန်း တက်ရောက်သူများထံမှ ဝေဖန်အကြံပြုချက်များကို ဖော်ပြပေးပါ။</p>
8	<p>Were you satisfied with the activity?</p> <p>Why or why not?</p> <p>သင်၏ လှုပ်ဆောင်မှုအတွက် ကျေနပ်အားရပါသလား။ <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>ဘာကြောင့် အားရကျေနပ်မှုရှိလဲ/ ဘာကြောင့် ကျေနပ်အားရမှုမရှိသလဲ။</p>

9	<p>Did you request or use any HREIB/Equality Myanmar support for the activity?</p> <p>HREIB/ EM မှ အထောက်အပံ့ တစ်စုံတရာ တောင်းခံထားခြင်း၊ အသုံးပြုခြင်း ရှိပါသလား။ <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please explain.</p> <p>ရှိလျှင် ဖော်ပြပါ။</p>

10	<p>Is there any documentation that you can show from your activity? E.g. photos, documentation, etc. If so, please attach.</p> <p>သင်၏ လုပ်ဆောင်မှုကို ပြသရန်အတွက် မှတ်တမ်းတင်မှုများ ထားရှိပါသလား။ ဥပမာ - ဓာတ်ပုံများ၊ မှတ်တမ်းများ။ ရှိပါက ကျေးဇူးပြု၍ ပူးတွဲ ဖော်ပြပါ။</p>
11	<p>Are there any further activities that you want to organize?</p> <p>နောက်ထပ် သင်လုပ်ဆောင်ချင်သော လှုပ်ရှားမှုများ ရှိပါသေးသလား။</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If so, what kinds of support do you want/need from Equality Myanmar?</p>

	ရှိပါက Equality Myanmar ထံမှ မည်သို့သော အားဖြည့် လုပ်ဆောင်မှုကို ရယူချင်ပါသနည်း။

Training Schedule Form

စဉ်	နေ့စွဲ	အချိန်အပိုင်း	သင်ခန်းစာခေါင်းစဉ်	
ပထမ နေ့		နံနက်ပိုင်း		
		နေ့လည်ပိုင်း		
ဒုတိယနေ့		နံနက်ပိုင်း		
		နေ့လည်ပိုင်း		
တတိယနေ့		နံနက်ပိုင်း		
		နေ့လည်ပိုင်း		
စတုတ္ထ နေ့		နံနက်ပိုင်း		
		နေ့လည်ပိုင်း		
ပဉ္စမ နေ့		နံနက်ပိုင်း		
		နေ့လည်ပိုင်း		

[Back to Contents](#)

Transport Request Form

Purpose - This form must be completed two (2) days in advance before the planned trip/tracking. This is to ensure that the vehicles schedules will be entered on the vehicle tracking board and assigned as the planned schedules appropriately. This form must be submitted to administrative & finance manager to receive confirmation for vehicle use.

ရည်ရွယ်ချက် - ဤဖောင်ပုံစံကို ခရီးသွားလာမည့်ရက်မတိုင်မှီ (၂) ရက် ကြိုတင်၍ ပြီးစီးအောင် ဖြည့်စွက်ရမည်။ ဤဖောင်သည် ယာဉ်အသုံးပြုမှုမှတ်တမ်းတွင် ယာဉ်အသုံးပြုမှုများကို မှန်ကန်စွာ မှတ်တမ်းတင်နိုင်ရန်နှင့် ပြင်ဆင်ထားသည့်အတိုင်း အသုံးပြုတာဝန်ပေးနိုင်ရန် ရည်ရွယ်သည်။ ဤဖောင်ကို ယာဉ်အသုံးပြုခွင့်ရရှိရန်အတွက် အုပ်ချုပ်ရေးနှင့်ဘဏ္ဍာရေးမန်နေဂျာထံတင်သွင်းရမည်။

1. Staff Information

(၁) ဝန်ထမ်းနှင့်ပတ်သက်သည့်အချက်အလက်

Name of Staff (ဝန်ထမ်းအမည်)	
Position (ရာထူး)	
Program/Department (ပရိုဂရမ်/ဌာန)	
Date of Request (တောင်းခံသည့်နေ့)	

2. Travel/Tracking Information

(၂) ခရီးသွားမှုအချက်အလက်

Date & Time of Departure ထွက်ခွာသည့်အချိန်နှင့် နေ့စွဲ	
Departure place ထွက်ခွာသည့်နေရာ	
Destination ခရီးဆုံး	
Date & Time of return ပြန်လည်ရောက်ရှိသည့်အချိန်နှင့် နေ့စွဲ	
Purpose of Trip ခရီး၏ ရည်ရွယ်ချက်	

3. Budget Information

(၃) ဘဏ္ဍာရေးဆိုင်ရာအချက်အလက်

Projects/Grants ပရောဂျက်/ဘဏ္ဍာငွေ	
Budget line for travel fee in grants ရံပုံငွေရရှိမှုတွင် ဖော်ပြထားသည့် ဘတ်ဂျက်အမျိုးအစား	

4. Logistics arrangement for driver (only for over a day)

(၄) ဒရိုင်းဘာအတွက် နေထိုင်ရေး စီစဉ်ပေးမှု (တရက်ထက်ပိုသောခရီးစဉ်များအတွက်သာ)

Accommodation နေထိုင်မှု	
Food အစားအသောက်	

I have already read and understood the EQMM Vehicles Policies & Procedures and agreed these policies.

Applicant's Signature:

လျှောက်ထားသူ၏လက်မှတ်

Date:

နေ့စွဲ

[\(Back to Contents\)](#)

Travel Authorization Form

Purpose – The form is to secure official travel approval.

ရည်ရွယ်ချက် - ဤဖောင်ပုံစံကို တရားဝင် ခရီးသွားလာမှုခွင့်ပြုရာတွင် သုံးသည်။

1. Name of Staff:

(၁) ဝန်ထမ်းအမည်

2. Place of Travel:

(၂) သွားမည့်နေရာ

3. Purpose:

(၃) ရည်ရွယ်ချက်

4. Period of Travel:

(၄) ခရီးသွားကာလ ကြာမြင့်ချိန်

5. Travel Allowance:

(၅) ခရီးသွား စရိတ်

Approved by (ခွင့်ပြုသူ):

Signature (လက်မှတ်):

Date (နေ့စွဲ):

[Back to Contents](#)

Training of Trainers Application Form

Equality Myanmar မှ ----- ခုနှစ်အတွင်း ----- တို့မှ လူ့အခွင့်အရေးအကြောင်းကို နည်းပြအဆင့်အထိ လေ့လာလိုသူများအတွက် လူ့အခွင့်အရေး ပညာပေးနည်းပြသင်တန်း (Human Rights Education Training of Trainers) တက်ရောက်နိုင်ရန် သင်တန်းလျှောက်လွှာကို ဖြန့်ဝေလိုက်ပါသည်။ ယခုသင်တန်းကို ----- အတွင်း ----- မြို့တွင် ပို့ချသင်ကြားသွားမည်ဖြစ်ပါသည်။ သင်တန်းကိုတက်ရောက်ရန် အထက်ပါဒေသများမှ စိတ်ဝင်စားသူများ လျှောက်ထားနိုင်ပါသည်။ သင်တန်းသူ၊သားဦးရေ (၂၅) ဦးသာ လက်ခံမည်ဖြစ်သောကြောင့် နောက်ကျသော လျှောက်လွှာဖောင်များနှင့် အချက်အလက်အပြည့်အစုံရေးသားဖော်ပြထားခြင်းမရှိသော လျှောက်လွှာဖောင်များကို ထည့်သွင်းစဉ်းစားမည် မဟုတ် ကြောင်း အသိပေးအပ်ပါသည်။

သင်တန်းတွင်

- လူ့အခွင့်အရေး အယူအဆနှင့် သမိုင်းကြောင်း၊
- အပြည်ပြည်ဆိုင်ရာ လူ့အခွင့်အရေးကြေညာစာတမ်း၊
- ခွဲခြားဆက်ဆံမှုမပြုခြင်း (Non-discrimination)၊
- အမျိုးသမီးအခွင့်အရေး၊ ကလေးအခွင့်အရေးနှင့် မသန်စွမ်း သူများဆိုင်ရာ အခွင့်အရေး စသော နိုင်ငံတကာ လူ့အခွင့်အရေးစာချုပ်များ
- လူ့အခွင့်အရေးကို နိုင်ငံတော် ဥပဒေများရှုထောင့်မှ လေ့လာသုံးသပ်ခြင်း၊
- သင်တန်းသားဗဟိုပြု သင်ကြားမှုပုံစံများအတွက် သင်ခန်းစာပြင်ဆင်ခြင်း၊
- သင်တန်းသားဗဟိုပြု သင်ကြားမှုပုံစံများအတွက် သင်ထောက်ကူပစ္စည်းတီထွင်အသုံးပြုခြင်းနည်းလမ်းများ၊
- သင်တန်းသားဗဟိုပြု သင်တန်းပို့ချခြင်းများနှင့်
- သင်းတန်းစီမံခန့်ခွဲမှုနှင့် အစီရင်ခံခြင်းဆိုင်ရာနည်းလမ်းများကိုလက်တွေ့လေ့လာသွားရမည်ဖြစ်သည်။

Human Rights Education Training of Trainers Application Form

လူ့အခွင့်အရေးပညာပေး နည်းပြသင်တန်းလျှောက်လွှာပုံစံခေါ်ယူခြင်း

အပိုင်း ၁။ ကိုယ်ရေး သတင်း အချက်အလက်	
အမည်	

မွေးသက္ကရာဇ်	___ နေ့ / ___ လ / ___ နှစ်	ကျား၊ မ	<input type="checkbox"/> ကျား <input type="checkbox"/> မ
ကိုးကွယ်သည့် ဘာသာ	<input type="checkbox"/> ဗုဒ္ဓဘာ <input type="checkbox"/> ခရစ်ယာန် <input type="checkbox"/> မွတ်ဆလင် <input type="checkbox"/> အခြား _____	ပညာအရည်အချင်း	<input type="checkbox"/> အထက်တန်း <input type="checkbox"/> ဘွဲ့ရ <input type="checkbox"/> ဘွဲ့လွန်
လူမျိုး	<input type="checkbox"/> ရခိုင် <input type="checkbox"/> ဗမာ <input type="checkbox"/> ချင်း <input type="checkbox"/> ကချင် <input type="checkbox"/> ကရင် <input type="checkbox"/> ကယား/ကရင်နီ <input type="checkbox"/> မွန် <input type="checkbox"/> ရှမ်း <input type="checkbox"/> အခြား _____	လက်ရှိ နေရပ်လိပ်စာ	_____ မြို့ _____ ပြည်နယ်၊ တိုင်း။
ဖုန်းနံပါတ်		အီးမေးလ် လိပ်စာ	
အပိုင်း ၂။ အဖွဲ့အစည်းဆိုင်ရာအတွေ့အကြုံများ။			
အဖွဲ့အမည်		မိမိ၏ တာဝန်/ရာထူး	
အဖွဲ့အမျိုးအစား	<input type="checkbox"/> အစိုးရဌာန <input type="checkbox"/> အစိုးရမဟုတ်သည့်အဖွဲ့အစည်း (NGO) <input type="checkbox"/> နိုင်ငံရေးပါတီ <input type="checkbox"/> လူထုအခြေပြုအဖွဲ့အစည်း		

ဦးတည်လုပ်ဆောင်နေသော ပြည်သူလူထုအမျိုးအစား					
မိမိလုပ်ဆောင်နေသည့် လုပ်ငန်းအမျိုးအစား					
မိမိလက်ရှိလုပ်ကိုင်နေရသော လုပ်ငန်းအကျဉ်း					
လက်ရှိအဖွဲ့တွင် လုပ်ကိုင်နေသည့် ကာလသက်တမ်း။	<input type="checkbox"/> ၁-နှစ်	<input type="checkbox"/> ၂-နှစ်	<input type="checkbox"/> ၃-နှစ်	<input type="checkbox"/> ၄-နှစ်	<input type="checkbox"/> ၅-နှစ်အထက်
အပိုင်း ၃။ သင်တန်းအတွေ့အကြုံ					
အခြားတက်ရောက်ခဲ့ဖူးသော သင်တန်းများ ရှိပါသလား။	<input type="checkbox"/> တက်ဖူးသည်။ <input type="checkbox"/> လုံးဝ မ တက်ဖူးပါ။	ရှိပါက သင်တန်းဘယ်နှစ်ကြိမ် တက်ခဲ့ဖူးပါသလဲ။	_____ သင်တန်းများ။		
တက်ဖူးပါက တက်ခဲ့ဖူးသော သင်တန်းအမည်၊ တာဝန်ယူသည့် အဖွဲ့အစည်းအမည်များကို ဖော်ပြပေးပါ။	ခေါင်းစဉ်	နေ့စွဲ	ပို့ချသည့်အဖွဲ့အစည်း		
	1.	___ / ___ / ___			
	2.	___ / ___ / ___			
	3.	___ / ___ / ___			
	4.	___ / ___ / ___			

<p>မိမိ ဦးတည် လုပ်ဆောင်နေသော လူထုများအကြား အဓိက အဖြစ်များသည့် လူ့အခွင့် အရေးအခြေအနေများ ကို ဖော်ပြပါ။</p> <p>ထိုလူထုအကြားတွင် လူ့အခွင့်အရေး အကြောင်း နားလည် သဘောပေါက်မှု အခြေအနေနှင့် အခက်အခဲများကို ဖော်ပြပါ။</p>			
အပိုင်း ၄၊ သင်တန်း မျှော်မှန်းချက်များ			
<p>ဘာကြောင့် ဤနည်းပြသင်တန်းကို စိတ်ဝင်စားသလဲ။</p>			

<p>ဤသင်တန်းတွင် မည်သည့် အကြောင်းအရာ၊ ခေါင်းစဉ် များကိုလေ့လာ ချင်ပါသလဲ။</p>	
<p>ပို့ချသင်ကြားမှုဆိုင်ရာ တွင် မည်သည့်အရည်အချင်း များကို အထူးပြုလေ့လာလို ပါသလဲ။</p>	

ဤသင်တန်းမှ ရရှိသော အကြောင်းအရာများက မိမိအဖွဲ့အစည်းအတွက် ဘယ်လို အကျိုး ကျေးဇူးများ ရရှိစေမည်နည်း။					
အပိုင်း ၅။ မိမိကိုယ်ကိုဆန်းစစ်ခြင်း					
ကျေးဇူးပြု၍ အောက်တွင်ဖော်ပြထားသော ခေါင်းစဉ်များနှင့် ပတ်သက်ပြီး မိမိ၏ ဗဟုသုတအား သင့်လျော်သော အကွက်တွင် အမှတ်ခြစ်ပေးပါ။	၅ = (ကျွမ်းကျင်အဆင့်) ၄ = (တော်တော်များများ) ၃ = (အထိုက်အလျောက်) ၂ = (အနည်းငယ်) ၁ = (လုံးဝမသိပါ)				
ခေါင်းစဉ်များ	၁	၂	၃	၄	၅
အခြေခံလူ့အခွင့်အရေး အယူအဆနှင့် သဘောတရားများ။					
အပြည်ပြည်ဆိုင်ရာ လူ့အခွင့်အရေးကြေညာစာတမ်း။					
ခွဲခြားဆက်ဆံမှုမပြုခြင်း (Non-discrimination)။					
နိုင်ငံတကာ အမျိုးသမီးအခွင့်အရေးစာချုပ် (စီဒေါ)။					
နိုင်ငံတကာ ကလေးအခွင့်အရေးစာချုပ်					
နိုင်ငံတော် ဥပဒေများနှင့် လူ့အခွင့်အရေး။					
နိုင်ငံတကာ မသန်စွမ်းသူများအခွင့်အရေးဆိုင်ရာစာချုပ်					

သင်တန်းသားဗဟိုပြု သင်ခန်းစာပြင်ဆင်ခြင်း၊					
သင်တန်းသားဗဟိုပြု သင်ကြားပို့ချခြင်းနည်းလမ်းများ၊					
သင်ထောက်ကူပစ္စည်းတီထွင်အသုံးပြုခြင်းနည်းလမ်းများ၊					
သင်တန်းအကဲဖြတ်ခြင်းနည်းလမ်းများ၊					
ဘဏ္ဍာရေးနှင့် လုပ်ငန်းစဉ် အစီရင်ခံစာများ ရေးသားခြင်း။					
အပိုင်း ၆။ အထွေထွေ					
ရှောင်သည့် အစားအသောက်များ။	<input type="checkbox"/> ရှိ <input type="checkbox"/> မရှိ	ရှိပါက ဖော်ပြပေးပါ။			
အထူးလိုအပ်မှုများ။ ဥပမာ - နားကြားကိရိယာ။	<input type="checkbox"/> ရှိ <input type="checkbox"/> မရှိ	ရှိပါက ဖော်ပြပေးပါ။			
အပိုင်း ၇။ လမ်းစရီးကုန်ကျစာရင်းရိတ်					
မိမိဒေသမှ မန္တလေးမြို့ရှိလာရောက်ပါကကုန်ကျမည့်လမ်းစာရိတ်အသွားအပြန် ခန့်မှန်းကုန်ကျငွေ					
ရထား၊ လေယာဉ်ကားခ	-----	ကျပ်			
တည်းခိုခန်းခ	-----	ကျပ်			
တက္ကစီခ	-----	ကျပ်			
အပိုင်း ၈။ သင်တန်းသူ သားများအတွက် လိုအပ်မည့်အရည်အချင်း။					
<ul style="list-style-type: none"> ❖ အသက် ၂၀ - ၄၀ နှစ်အတွင်းရှိသူဖြစ်ရမည်။ ❖ မြန်မာစာနှင့် မြန်မာစကားကို ရေးနိုင်၊ ပြောနိုင်သူဖြစ်ရမည်။ ❖ လူ့အခွင့်အရေးအကြောင်းနှင့် ပတ်သက်ပြီး စိတ်ဝင်စားလေ့လာလိုသူဖြစ်ရမည်။ ❖ လူမျိုး၊ ကိုးကွယ်သည့်ဘာသာ၊ လိင် (ကျား၊မ)၊ အသားအရောင်၊ ခြားနားသန်စွမ်းသူ၊ လိင်စိတ်ခံယူမှုအပေါ် ခွဲခြားဆက်ဆံခြင်း မရှိသူဖြစ်ရမည်။ ❖ မိမိ၏လက်တွေ့လုပ်ငန်းများတွင် ဆင့်ပွားပညာပေးလုပ်ငန်းများလုပ်ဆောင်ရန် ဆန္ဒရှိသူဖြစ်ရမည်။ ❖ သင်တန်းတွင်ချမှတ်မည့် စည်းကမ်းများကို လေးစားလိုက်နာနိုင်သူဖြစ်ရမည်။ ❖ (၃၀) ရက်တာ သင်တန်းကာလကို အချိန်ပြည့် မပျက်မကွက်တက်ရောက်နိုင်သူဖြစ်ရမည်။ 					

❖ သင်တန်းပြီးဆုံးသွားပါက မိမိ၏ လေ့လာသိရှိချက်များကို မိမိဒေသရှိ လူထုအကြား အနည်းဆုံးတကြိမ် ပြန်လည်ပို့ချနိုင်သူဖြစ်ရမည်။ (လိုအပ်မည့် သင်ထောက်ကူဆိုင်ရာ ပံ့ပိုးမှုများကို Equality Myanmar မှ ပံ့ပိုးမည်ဖြစ်သည်။)
အပိုင်းငါး ထောက်ခံချက်
<p>သင်တန်းတက်ရောက်ရန်အတွက် အဖွဲ့အစည်းတစ်ခုခုမှတစ်ဆင့် သင်တန်းဆုံး(သို့)ဦးထောက်ခံပေးရန်လိုအပ်သည်။</p> <p>ထောက်ခံပေးမည့်ပုဂ္ဂိုလ်</p> <p>လက်မှတ်</p> <p>အမည်</p> <p>.....</p> <p>.....</p> <p>တာဝန် :</p> <p>.....</p> <p>အဖွဲ့အစည်း:</p> <p>.....</p> <p>ဆက်သွယ်ရန်လိပ်စာ:</p> <p>.....</p> <p>တယ်လီဖုန်း :</p> <p>.....</p> <p>.</p> <p>အီးမေးလ်လိပ်စာ :</p> <p>.....</p>

* အထက်ပါဖော်ပြချက်များသည် မိမိကိုယ်တိုင်ဖြည့်စွက်ထားသည်မှာ မှန်ကန်ကြောင်းအပ်ပါသည်။

လက်မှတ်

လျှောက်ထားသူ

နေ့စွဲ- /

/၂၀၁၄

မှတ်ချက် -

အချိန်ပြည့်မပျက်မကွက်စာရင်းရောက်နိုင်သည့်သင်တန်းသူ၊သားများကိုသာလျှင်သင်တန်းနည်းပြ
အသိအမှတ်ပြုလက်မှတ်(Trainer of Trainer Certificate)ပေးအပ်မည်ဖြစ်ပါသည်။

လျှောက်လွှာပုံစံ ပေးပို့ခြင်း

က။ သင်တန်းလျှောက်လွှာကို အပြည့်အစုံရေးဖြည့်ပြီး ----- ခုနှစ်၊ ----- တွင် နောက်ဆုံးထား၍ Equality
Myanmar ရုံး၏ ----- ထံသို့ ----- နှင့် ဖြင့် ပြန်လည်ပေးပို့ရမည်ဖြစ်သည်။
ရွေးချယ်ခံရသောသင်တန်းသားများအား ----- နေ့တွင် ပြန်လည် အကြောင်းကြားပေးပါမည်။

ခ။ အရွေးချယ်ခံရသော သင်တန်းသူ၊သားများအတွက် လိုအပ်မည့် အောက်ပါကုန်ကျစရိတ်များကိုပံ့ပိုးပေးမည်ဖြစ်သည်။

- ✓ ခရီးစဉ် လမ်းစရိတ်များ
- ✓ သင်တန်းတွင်း အစားအသောက်
- ✓ နေထိုင်မှုများ
- ✓ စာရေးကိရိယာများနှင့် အခြားစာရွက်စာတမ်းများ

Vacancy Announcement Form

Purpose - This form is used to announce internally (within HREIB) and externally a call for applications to fill a vacant position in the organization.

ရည်ရွယ်ချက် - ဤဖောင်ပုံစံကို အဖွဲ့အစည်းအတွင်း လစ်လပ်လျက်ရှိသော ရာထူးတာဝန်ကို ခန့်အပ်နိုင်ရန် အဖွဲ့အစည်းအတွင်းဖြစ်စေ အဖွဲ့ပြင်ပတွင်ဖြစ်စေ ကြေညာရန် အသုံးပြုရမည်။

Vacancy Announcement အလုပ်လစ်လပ်ကြောင်းကြေညာချက်

Deadline For Application

နောက်ဆုံးလျှောက်ရမည့်နေ့ရက်

Position Title

ရာထူး

Location

နေရာ

Reports to

အစီရင်ခံရမည့်သူ

EQMM seeks a committed and enthusiastic person to join our office in ----- This position is full time/part time and starts in -----.

EQMM အနေဖြင့် ----- ရုံးတွင် လုပ်ကိုင်ရန်အတွက် ဆုံးဖြတ်ချက်ခိုင်မာပြီး စိတ်အားထက်သန်သူများကို ရှာဖွေနေလျက်ရှိပါသည်။ ထိုရာထူးမှာ အချိန်ပြည့်ဖြစ်ပြီး xxxxx ရက်မှစတင်၍ တာဝန်ထမ်းဆောင်ရမည်ဖြစ်သည်။

Organization Background အဖွဲ့အစည်းနောက်ခံအကြောင်းအရာများ

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 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 and Mandalay as well as throughout Myanmar. The organization also provides customized human rights trainings to organizations working on various issues around the country.

“ညီမျှခြင်းမြန်မာ” (ယခင်-လူ့အခွင့်အရေးပညာပေးဌာန-(မြန်မာနိုင်ငံ) HREIB)” သည် အမြတ်အစွန်းအတွက် မရည်ရွယ်သည့် အစိုးရမဟုတ်သောအဖွဲ့အစည်းတစ်ခုဖြစ်သည်။ အရပ်ဘက်လူ့အဖွဲ့အစည်းများနှင့် အခြေခံပြည်သူ လူထုများအတွက်ဦးတည်၍ လူ့အခွင့်အရေးပညာပေးခြင်း အစီအစဉ်များ၊ စည်းရုံးလှုံ့ဆော်ခြင်းအစီအစဉ်များနှင့် သုတေသနအစီအစဉ်များကို လုပ်ဆောင် နေလျက်ရှိသည်။ ညီမျှခြင်း-မြန်မာ သည် လူ့အခွင့်အရေးနည်းပြသင်တန်းများ၊ အခြေခံလူ့အခွင့်အရေးနှင့် သီးခြားခေါင်းစဉ်အလိုက် လူ့အခွင့်အရေးသင်တန်းများ၊ အများပြည်သူပါဝင်နိုင်သည့် အခမ်းအနားပွဲများနှင့် လူ့အခွင့်အရေးအကြောင်းအရာနှင့်ပတ်သက်၍ အသေးစိတ်လေ့လာနိုင်မည့် အလုပ်ရုံဆွေးနွေးပွဲများကို ရန်ကုန်မြို့နှင့် မန္တလေးမြို့ရှိသင်တန်းခန်းမများတွင် သာမက မြန်မာပြည်အနှံ့တွင် ကျယ်ကျယ်ပြန့်ပြန့် လုပ်ဆောင်နေလျက်ရှိသည်။ ထို့အပြင် မြန်မာနိုင်ငံအတွင်း ကဏ္ဍအသီးသီးကို လုပ်ဆောင် နေသည့် အဖွဲ့အစည်းများက ဖိတ်ကြားသောသင်တန်းများသို့လည်း နည်းပြများစေလွှတ်၍ လူ့အခွင့်အရေးပညာပေးလျက် ရှိပါသည်။

Since its establishment in 2000, EQMM (formerly HREIB) has trained over 1,000 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 administrative offices in Myanmar and Thailand and Human Rights Education Training Centers based in Yangon and Mandalay, 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.

“ညီမျှခြင်း - မြန်မာ” ကို စတင်တည်ထောင်ခဲ့သည့် ၂၀၀၀ ပြည့်နှစ်မှစ၍ အမျိုးသမီးများ၊ လူငယ်များ၊ သံဃာတော်များ နှင့်သင်းအုပ်ဆရာများ၊ လိင်တူချစ်သူများ၊ တက်ကြွလှုပ်ရှားသူများ၊ ကျောင်းဆရာ ၊ ဆရာမများနှင့် ရပ်ရွာလူထု ခေါင်းဆောင်များ အပါအဝင်လူဦးရေ ၈၇ပေါင်း လူဦးရေ (၂၀၀၀)ကျော်အား လေ့ကျင့်ပညာပေးနိုင်ခဲ့သည်။ ထို့ပြင် မြန်မာပြည်အနှံ့အပြားနှင့် နယ်စပ်ဒေသတလျှောက်တို့တွင် အားကောင်းသောလူ့အခွင့်အရေးနည်းပြများနှင့် လူ့အခွင့်အရေးစည်းရုံးလှုံ့ဆော်သူများ ကွန်ယက် များကို တည်ဆောက်နိုင်ခဲ့ပါသည်။

“ညီမျှခြင်းမြန်မာ” သည် ထိုင်းနိုင်ငံနှင့် မြန်မာနိုင်ငံရှိရုံးများနှင့် ရန်ကုန်မြို့နှင့် မန္တလေးမြို့ရှိ သင်တန်းခန်းမများမှ တဆင့်စည်းရုံးလှုံ့ဆော်မှုများကို ဟန်ချက်ညီညီ ပူးပေါင်းဆောင်ရွက်ကြမည့်၊ ရပ်ရွာလူထုကြား အသိပညာပေး အစီအစဉ်များကို ဆောင်ရွက်ကြမည့်၊ လူ့အခွင့်အရေး အကြောင်း အရာများကို တာဝန်ရှိသူများအကြားတင်ပြပြောဆိုမည့် လူထုအခြေပြုအဖွဲ့အစည်း ကွန်ယက်များ ပေါ်ပေါက်လာစေရန် ရည်ရွယ်လုပ်ဆောင်နေပါသည်။

“ညီမျှခြင်းမြန်မာ” သည် လွန်ခဲ့သောနှစ်များအတွင်းမှစ၍ မြန်မာနိုင်ငံ၏ လူ့အခွင့်အရေး အခြေအနေများနှင့်ပတ်သက်ပြီး ပြည်တွင်း၊ ဒေသတွင်းနှင့် နိုင်ငံတကာအကြား သိရှိလာစေရန် လုပ်ဆောင်သည့်စည်းရုံးလှုံ့ဆော်ခြင်း ကမ်ပိန်းများတွင် ကျယ်ကျယ်ပြန့်ပြန့် ဦးဆောင်ပါဝင် လုပ်ဆောင်ခဲ့ပါသည်။

Duties and Responsibilities (တာဝန်နှင့် ဝတ္တရားများ)

Required Qualifications (လိုအပ်သည့် အရည်အချင်းများ)

Salary and Benefits (လစာနှင့်ခံစားခွင့်များ)

A competitive local salary with health and other benefits including an opportunity to engage with local, regional and international human rights advocacy networks.

နိုင်ငံ၊ ဒေသနှင့် နိုင်ငံတကာ လူ့အခွင့်အရေးလှုံ့ဆော်မှုများတွင် ပါဝင်ခွင့်များအပါအဝင် အခြားသောအခွင့်အလမ်းများ၊ ကျန်းမာရေးအာမခံများနှင့်အတူ ကောင်းမွန်သောလစာ ခံစားခွင့်၊

How to Apply (ဘယ်လိုလျှောက်ရမည်နည်း)

If you are interested in applying for this position please prepare the following:

ယခုရာထူးကိုလျှောက်ထားရန်စိတ်ဝင်စားပါက အောက်ပါအချက်များကို ပြင်ဆင်ပါ။

- Resume/CV (ကိုယ်ရေးရာဇဝင်)

- Contact numbers and email address (ဆက်သွယ်နိုင်မည့် ဖုန်းနံပါတ်များနှင့် အီးမေးလ်လိပ်စာ)
- Names and contact information for at least 2 character references.
(အကျင့်စာရိတ္တကောင်းမွန်ကြောင်းထောက်ခံသည့် အနည်းဆုံးထောက်ခံသူနှစ်ဦး၏ အမည်နှင့် ဆက်သွယ်နိုင်မည့်လိပ်စာများ)

Email your application as soon as possible to info@equalitymyanmar.org

လျှောက်လွှာများအား info@equalitymyanmar.org သို့ပေးပို့ လျှောက်ထားနိုင်ပါသည်။

Applications are accepted from all people; women and people from ethnic nationalities in Burma are especially encouraged to apply.

အမျိုးသမီးများ နှင့် တိုင်းရင်းသားလူမျိုးများအပါအဝင် လူတိုင်း စိတ်ဝင်စားပါက လျှောက်ထားနိုင်ပါသည်။

For more information about EQMM and our work please visit www.hreib.com

EQMM အကြောင်းနှင့် လုပ်ငန်းများအကြောင်းသိရှိလိုပါက www.hreib.com တွင်လေ့လာနိုင်ပါသည်။

Vehicle Log Sheet

Purpose - This sheet must be completed by the staffs who request the trip at the end of each journey. Log Sheets must be submitted to Administrative & Logistic Coordinator/Finance & Administrative Coordinator at the end of each journey.

ရည်ရွယ်ချက် - ဤစာရင်းကို ခရီးသွားလာရန်တောင်းခံသည့်ဝန်ထမ်းက ခရီးစဉ်ပြီးဆုံးသွားသည့်အခါတိုင်းတွင် ဖြည့်စွက်ရမည်ဖြစ်သည်။ ထိုစာရင်းကို ခရီးစဉ်ပြီးဆုံးပါက Administrative & Logistic Coordinator (သို့) Finance & Administrative Coordinator ထံ အပ်နှံရမည်။

Date နေ့စွဲ	Driver Name ယာဉ်မောင်း အမည်	Departure ထွက်ခွာ သည့်နေရာ	Destination ခရီးဆုံး	Mileage သွားလာသည့် မိုင်	Signature လက်မှတ်	Remark မှတ်ချက်

[\(Back to Contents\)](#)

Welcome Letter Form

Purpose - This welcome letter is prepared by the administrative & finance manager and signed by the executive director for each new staff member. The letter is provided to the staff member on the first day of their joining the organization.

ရည်ရွယ်ချက် - ဤဖောင်ပုံစံကို ဝန်ထမ်းသစ်များအား ကြိုဆိုသည့်အချိန်တွင်အသုံးပြုရန်အတွက် အုပ်ချုပ်ရေးနှင့် ဘဏ္ဍာရေးမန်နေဂျာက ပြင်ဆင်ပြီး ညွှန်ကြားရေးမှူးက လက်မှတ်ရေးထိုးရမည်။ ဤဖောင်ပုံစံကို ထိုဝန်ထမ်းက အဖွဲ့အစည်းတွင်စတင်အလုပ်ဆင်းသည့် ပထမနေ့တွင် ပေးအပ်ရမည်။

Date (နေ့စွဲ) -----

Name (အမည်)

Position Title (ရာထူးတာဝန်)

Program/Department (ပရိုဂရမ်/ဌာန)

Dear -----,

I would like to welcome you to the Equality Myanmar (EQMM). We are excited that you have accepted our job offer. We trust that this letter finds you mutually excited about your new employment with EQMM.

ညီမျှခြင်း - မြန်မာ က သင့်ကို လိုက်လံစောင့်ကြည့်နေပါသည်။ သင့်အနေဖြင့် မိမိတို့၏ အလုပ်လုပ်ရန်ကမ်းလှမ်းမှုကို လက်ခံခဲ့သည့်အတွက် အထူးကျေနပ်မိပါသည်။ သင့်အနေဖြင့်လဲ ညီမျှခြင်း - မြန်မာ တွင် တာဝန်ထမ်းဆောင်ရသည့်အတွက် အလားတူခံစားချက်များ ရှိမည်ဟု မျှော်လင့်ပါသည်။

Your new team looks forward to getting to know you so make sure to meet everyone with whom you will be working. Your agenda, for the rest of your first day, will involve planning your orientation with the administrative & finance manager and setting some initial work goals so that you feel immediately productive in your new role.

သင်၏ လုပ်ဖော်ကိုင်ဖက်သစ်များက သင့်ကို ပိုမိုရင်းနှီးနှင်စေရန်အတွက် စောင့်ကြိုလျက်ရှိသည့်အတွက် သင့်အနေနှင့် ထိုလုပ်ဖော်ကိုင်ဖက်များအားလုံးကို တွေ့ဆုံစေလိုပါသည်။ သင်၏ ပထမဦးဆုံးရုံးတက်ရက်အတွင်းတွင် အုပ်ချုပ်ရေးနှင့်ဘဏ္ဍာရေးမန်နေဂျာက အဖွဲ့အစည်းလုပ်ငန်းများနှင့် ပတ်သက်ပြီး မိတ်ဆက်ရှင်းလင်းမှုများ လုပ်ဆောင်ပေးမှာဖြစ်ပါသည်။ ထို့ပြင် သင်၏ တာဝန်သစ်တွင် တာဝန်များကို ချက်ချင်းကောင်းမွန်စွာ ထမ်းဆောင်နိုင်စေရန်အတွက် လုပ်ဆောင်ရမည့် ရည်မှန်းချက်အစဉ်းများကို ချမှတ်ပေးမည်ဖြစ်ပါသည်။

We anticipate that your second day will involve additional co-worker meetings so that you may understand the work of your department/program. You'll also have the opportunity to continue further with your orientation plan during the coming weeks.

ဒုတိယနေ့တွင် သင်နှင့်အတူလက်တွဲလုပ်ဆောင်မည့် လုပ်ဖော်ကိုင်ဖက်များနှင့် တွေ့ဆုံခြင်းများပါဝင်မည်ဖြစ်ပြီး သင့်အနေနှင့် မိမိ၏ဌာန/ ပရိုဂရမ်အကြောင်းကို ပိုမိုနားလည်လာစေမည်ဖြစ်သည်။ လာမည့်အပတ်များတွင်လည်း အဖွဲ့နှင့်လုပ်ဆောင်နေသည့်လုပ်ငန်းများအကြောင်းကိုဆက်လက်လေ့လာသွားနိုင်ရန် ကူညီသွားမှာဖြစ်ပါသည်။

Again, welcome to EQMM. If you have questions, please do hesitate to contact the administrative & finance manager or your supervisor.

ညီမျှခြင်း - မြန်မာ က ကြိုဆိုကြောင်း ထပ်လောင်းပြောဆိုလိုပါသည်။ လိုအပ်ပါက အုပ်ချုပ်ရေးနှင့်ဘဏ္ဍာရေးမန်နေဂျာ သို့မဟုတ် သင့်အထက်က စီမံကွပ်ကဲသူကို ဆက်သွယ်မေးမြန်းနိုင်ပါသည်။

Regards (ဆန္ဒမွန်ဖြင့်),

Signature (လက်မှတ်):

Name (အမည်)

Executive Director (ညွှန်ကြားရေးမှူး)

Equality Myanmar (ညီမျှခြင်း - မြန်မာ)

[\(Back to Contents\)](#)

6. Acronyms

AC – Administrative Coordinator

ALC – Administrative & Logistic Coordinator

FAC – Finance & Administrative Coordinator

AFM – Administrative & Finance Manager

APE – Annual Performance Evaluation

ASEAN – Association of Southeast Asian Nations

AVNAR – Audio Visual Narrative Activity Report

BOD – Board of Directors

CIAM – Confidential Information Authorization Memorandum

CM – Chiang Mai

COL – Cost-of-Living

CRB– Colors Rainbow

ED – Executive Director

EQMM – Equality Myanmar

FO – Finance Officer

FA – Financial Audit

HRE – Human Rights Education

HREIB – Human Rights Educational Institute of Burma

IDAHO –International Day Against Homophobia

ILGA – International Lesbian & Gay Association

INGO – International Non Government Organization

JC – Justice Committee

LOP – Leave without Pay

MA – Management Audit

M-COM – Management Committee

NGO – Non-Governmental Organization

RA – Recruitment Analysis

ROR – Rays of Rainbow

STNAR – Sector Training Narrative Activity Report

TDoR – Transgender Day of Remembrance

THB – Thai Baht

MMK – Myanmar Kyat

SL – Short List

S.W.O.T. – Strengths, Weaknesses, Opportunities, Threats

ToR – Terms of Reference

QSR – Quarterly Supervisory Review

VA – Vacancy Announcement

[\(Back to Contents\)](#)

7. Terminology

Appeal – Staff have the organizational right to seek further management guidance whether it be for a grievance or an administrative decision arising out of disciplinary action.

Confidential Information Authorization Memorandum (CIAM) – Staff member memo that must be authorized to release confidential information outside the organization.

Conflict of Interest - A conflict of interest occurs when the interests of the staff members or outside parties actually or potentially affect HREIB in a negative way. A perceived or actual conflict of interest must be avoided and should be notified by the staff member as soon as it becomes apparent.

Cost-of-Living (COL) – The percentage price movement of a basket of consumer goods and services computed by comparing the previous year or month with the next.

Departure Assistance Package – Staff member ‘separation’ package for non-terminated staff that includes a cash payment determined by the following formula: For each year of HREIB service she/he receives one (1) week of their basic salary on departure.

Earned Paid Annual/Month Leave – Number of days of paid leave earned per year or per month

Engagement Letter – Contract agreement that sets out the ‘terms of reference’ for consultants, volunteers, contract staff, independent contractors, and student interns.

Exit Interview – An interview conducted at the time of a staff member’s resignation, used to identify the underlying factors behind a staff member’s decision to leave.

Extra-budgetary - Funds that have been saved or earned that are outside of the organization’s annual plan of work and budget.

Financial Audit (FA) - The verification of the financial statements of a legal entity with a view to express an audit opinion. The audit opinion is intended to provide reasonable assurance that the financial statements are presented fairly, in all material respects, and give a true and fair view in accordance with the financial reporting framework. The purpose of an audit is to enhance the degree of confidence of intended users in the financial statements.

Grade Level - Position grades or levels are a part of a broad system of pay commonly known as a salary schedule or pay schedule. Organizations that use position grade levels to associate pay with particular levels of education, experience and skills typically do so to maintain equity in compensation and to avoid

potential discrimination. Grade level is also used to show a positions relative place in the overall organization's management hierarchy.

Grievance – An actual or supposed circumstance regarded as just cause for complaint.

Human Rights Educational Institute of Burma (HREIB) – The full name of our organization.

In-service – A staff member who has successfully completed their probationary period and is eligible for a salary/honorarium increment.

Justice Committee (JC) – The senior management committee that decides on staff grievances and disciplinary actions.

Management Audit (MA) - A report on the effectiveness and results of certain business procedures. Management audits are usually performed internally, and measure whether procedures have their intended effect. Unlike a compliance audit, which simply ensures that procedures are being followed, management audits challenge the assumptions and goals of procedures, with an eye toward improving efficiency. A management audit may recommend changes in procedures resulting from observed inefficiencies in existing procedures.

Management Committee (M-COM) – The operational decision making body of the organization.

Merit – Basing a staff member's salary on his or her performance, over a predetermined period and according to an agreed upon criteria.

Non-Governmental Organization – A non-governmental organization (NGO) is any non-profit, voluntary citizens' group which is organized on a local, national or international level. Task-oriented and driven by people with a common interest, NGOs perform a variety of services and humanitarian functions, bring citizen concerns to governments, advocate and monitor policies, and encourage political participation through provision of information. Some are organized around specific issues, such as human rights, environment, or health. They provide analysis and expertise, serve as early warning mechanisms, and help monitor and implement international agreements. Their relationship with offices and agencies of the United Nations system differs depending on their goals, their venue, and the mandate of a particular institution.

Organogram – A diagram that shows the administrative structure of the organization, also called an organizational chart.

Performance Review - A meeting between a worker and their manager in order to discuss their work performance.

Position Description - A narrow, specific job (position) description is a detailed advertisement. It explains the role that is on offer in great detail, including listing the position's duties and expectations. It also lists the skill competencies, qualifications, and training the selected candidate needs for the role. A specific job (position) description also may offer information on the company that is hiring.

Recommendation Letter – Letter provided to staff member not terminated due to cause. This letter indicates the staff member's length of service, the positions held, and their overall work related performance evaluation.

S.W.O.T. Recruitment Analysis (RA) - A S.W.O.T. (**S**trengths, **W**eaknesses, **O**pportunities, and **T**hreats) recruitment analysis is a useful recruitment tool. Performing a SWOT analysis will assist the organization's recruiting team with valuable insight and information that will enhance its recruiting strategy and improve candidate sourcing efforts

Short Listing (SL) - A reduced list of applicants for a specific position that has been cut down from a larger list. Short listing is used to determine a select group of the most qualified candidates based on applicants' qualifications, experience, and interviews. The short list is often presented to higher management for approval.

Terms of Reference (ToR) – Sets out the duties and responsibilities of the staff member.

Quarterly Supervisory Review – A performance review done on a quarterly basis by the staff member's supervisor.

Vacancy Announcement (VA) - Describes the skills and experience required of applicants for an available position.

[Back to Contents](#)

V – Annexes

1. [Salary & Honarium Guidelines](#)
2. [Vehicle Policies & Procedures](#)
3. Child Protection Policy
4. Sexual Harassment Policy
5. [Library Policies & Procedures](#)
6. [2014 Official Holidays](#)

[\(Back to Contents\)](#)

Annex 1 - Salary & Honorarium Guidelines

Policy

A grade level is assigned to each position/consultancy on its establishment. This grade level determines the staff members/consultants minimum and maximum starting salary/honorarium.

Procedure

Position grade levels associate pay with particular levels of education, experience and skills typically do so to maintain equity in compensation and to avoid potential discrimination.

Normally, the positions'/consultancies' starting salary/honorarium is set at or near the minimum of the grade level range except when the applicants experience, former wage earnings, or educational attainment are such as to warrant a higher amount.

Table 1 – Salary Matrix (Baht)

Administrative/Project Staff (except for Consultants and Contractors):

<u>Grade Level</u>	<u>Title</u>	<u>Minimum Salary in USD</u>	<u>Maximum Salary in USD</u>	<u>Minimum Years of Experience</u>	<u>Minimum Educational Attainment</u>
1	Director	1800	2500	10	Masters or equivalent
2	Manager	1300	1800	7	BA or equivalent
3	Officer	600	1200	5	BA or equivalent
4 - 5	Coordinator and Trainer	400	600	3	BA or equivalent
6	Assistant	250	400	2	Diploma or equivalent
7	Low Grades	100	250		Class 8

Table 2 – Honorarium Matrix (Baht)

Internal (Staff) and External Consultants and Contractors:

<u>Grade Level</u>	<u>Seniority</u>	<u>Minimum Daily Rate in USD</u>	<u>Maximum Daily Rate in USD</u>	<u>Minimum Years of Experience</u>
1	Junior level	75	100	0 – 4 years
2	Senior level	100	350	4 years up

Note: The above tables are for illustration purposes only.

Annex 2 - Vehicle Policies & Procedures

Table of Contents

1. [General Statement](#)
2. [The Purpose of this Policy](#)
3. [Acronyms Used In This Policy](#)
4. [Vehicle Safety and Security](#)
5. [Authorization To Drive](#)
6. [Use Of EQMM Vehicles](#)
7. [Overall Responsibility for EQMM Vehicles](#)
8. [Daily Allocation of Vehicles](#)
9. [Log Sheets](#)
10. [Accidents](#)
11. [Vehicle Insurance](#)
12. [Onboard Documentation](#)
13. [Vehicle Registration](#)
14. [Vehicle Marking](#)
15. [Fuel](#)
16. [Motorcycle Policy](#)
17. [Compliance](#)

Appendices

- Appendix A: [Transport Request Form](#)
- Appendix B: [Driver Authorization Form](#)
- Appendix C: [Vehicle Log Sheet](#)

1. General Statement

There are two types of vehicles used at EQMM—one type which was purchased with money from EQMM donors for the effective implementation of EQMM's projects, and one type which is rented by EQMM with money from EQMM projects' transportation budgets. EQMM has an obligation to itself, its staff, and its donors to correctly maintain, employ, operate and report on all vehicles in its possession.

2. The Purpose of this Policy

This policy provides information about the Equality Myanmar's vehicle policies and procedures. These policies and procedures exist to protect EQMM employees, equipment, and activities. The EQMM policies and rules presented in this document may change from time to time as business and employment legislation dictate. This policy document is effective June 2010.

3. Acronyms Used In This Policy

AFM	Administrative & Finance Manager
M-COM	Management Committee
AC	Administrative Coordinator
ALC	Administrative & Logistic Coordinator
FAC	Finance & Administrative Coordinator
EQMM	Equality Myanmar

4. Vehicle Safety and Security

4.1. Safety

- All drivers of EQMM vehicles must be authorized to drive by AFM.
- It is mandatory that all drivers and passengers wear safety belts.
- Drivers must drive in a safe and defensive manner, respectful of other road users and pedestrians. Unsafe drivers must be reported to the AFM.
- Staff must not operate a vehicle while under the influence of alcohol or drugs.
- Compliance with local driving and traffic laws is mandatory. Staff or the drivers must adhere to legal speed limits (60 km/h in town and 100 km/h on highway or open roads) and only travel at speeds safe for the current conditions.
- Any exceptions to the policy must be authorized by AFM.
- Motorcycle riders and passengers must wear helmets at all times.

4.2. Security

- Fuel tanks must be at least $\frac{3}{4}$ full at the end of each day.
- All vehicle security accidents must be reported to the AFM immediately.

- Vehicles must be left in secure and designated parking locations when not in use.
- Park in well-lit, secure public areas. Parking of vehicles overnight on the street is prohibited. Vehicles must be locked while unattended.
- No arms (weapons) may be carried in EQMM vehicles.

14. Authorization To Drive

5.1.Authorization

- All drivers who drive EQMM vehicles must have received a Driver's Authorization Form (See Appendix) prior to driving an EQMM vehicle.
- This form will be signed by the driver and AC/ALC/FAC.
- This form will be kept in the driver's personnel files.

5.2.Driver Requirements

The following criteria must be met for an individual to be authorized to drive EQMM vehicles:

- The individual must be recommended by our local networks.
- The individual must have approval from AFM.
- The individual must have a valid Thai/Myanmar driver's license or international driving license.
- The individual must be physically and mentally competent to drive a vehicle.

15. Use Of EQMM Vehicles

6.1.General Rules

- All staff must read the EQMM Vehicle Policy and Procedures.
- Staff who may need a vehicle should submit to AFM a Transport Request Form at a minimum two days in advance indicating activity, date, time and destination with address or map. AFM will review and confirm a departure time, assigned vehicle, and driver.
- It is prohibited to bring a person who does not have any identity documents into any EQMM vehicle. Only the AFM can give permission for non-staff to travel in EQMM vehicles.
- No smoking or drinking alcohol in EQMM vehicles.
- It is prohibited to bring any narcotic drugs or other illegal substances/possessions into EQMM vehicles.
- All trips must be logged in the log sheet. The log must state whether the trip is for work use or personal use.
- All mileage must be recorded in the vehicle log sheet stating its use, work or personal.
- Keys must be returned to AFM at the end of a journey.
- AFM & AC will maintain all income and expenditure documents relating EQMM vehicles.
- AC/ALC/FAC will make monthly payments to car companies, as necessary, and will supervise vehicle maintenance under supervision of AFM.

6.2. Use of Vehicle For Work Purposes

- Immediately following use of the vehicle, the cost of the vehicle use must be paid to the AC/ALC/FAC from the program budget.
- All usage for work purposes without charges should be recorded.

6.3. Use of Vehicle for Personal Purpose

- Requests for personal use of the vehicle must be made to the AFM.
- Immediately following use of the vehicle, the staff that used the vehicle must pay for the costs of vehicle use from the employee's own money.
- All rules concerning the use of EQMM vehicles apply during personal use of vehicles, including rules concerning passengers, use, and operation of the vehicle.

7. Overall Responsibility for EQMM Vehicles

AFM is responsible for all EQMM vehicles. In the field, field coordinators/trainers will have day-to-day responsibility for all vehicles assigned to their location. If a vehicle is allocated to a staff member for work purposes they are responsible for its maintenance, safety and security.

7.1. Keys

- At the end of a journey, the driver or staff should return the keys to AFM.
- Vehicle keys must be kept in a locked drawer under the control of AFM.
- Loss, theft or damage of keys must be reported immediately.
- Keys may not be duplicated without approval of AFM.

7.2. Vehicle Tracking

AC should maintain a "Weekly Vehicle Tracking" board. Board format may be modified to specific needs but will at minimum display the following information for each requested use of each vehicle:

- Date
- Driver Name
- Travel location
- Departure time
- Responsible person/staff

Vehicles will not be moved without the approval of AFM. All vehicle movement will be entered on the vehicle movement board, which will be located near the exit of EQMM office.

8. Daily Allocation of Vehicles

AC/ALC/FAC and administrative team are responsible for the allocation of vehicles on a daily basis. Staff who may need a vehicle should submit to AFM a Transport Request Form indicating activity, date, time and destination with address or map. AFM will review and confirm a departure time, assigned vehicle and driver. (See Appendix). Staff should request their planned travel at least two days in advance.

9. Log Sheets

All vehicles will be issued with a log sheet (See Appendix). The log sheet must be completed by the staff who requested the vehicle. Entries for each trip must note the destination, start and end kilometer reading, and fuel received. Log Sheets must be submitted to AC/ALC/FAC at the end of each journey. They will be inspected on a weekly basis by AFM.

10. Accidents

All accidents involving EQMM vehicles, no matter how slight, must be reported to the AFM immediately. In any communication with AFM, you must:

- Identify yourself. Give your phone number if you not using your designated contacts.
- Give your location.
- Describe briefly injuries or damage.
- Indicate whether the Police are present.
- Indicate if the situation is calm or not.
- State what assistance you require.

10.1 Minor Accidents (No Injuries and Only Cosmetic to Vehicles)

In case of a minor accident, in which there are no injuries and there is only cosmetic damage to vehicles, staff must do the following:

- Assess the situation for security
- Contact the AFM
- Note the registration number, make and model of any other vehicle in the accident
- Between the drivers, yourself and the AFM, determine whether the situation can be reasonably and amicable resolved
- Contact the insurance company with approval of AFM

10.2. Serious Accident (No Injuries but Body Damage To Vehicles)

In the case of a serious accident, in which there are no injuries but there is body damage to a vehicle, staff must do the following:

- All of the actions required for Minor Accidents (above).
- Wait for assistance to arrive from EQMM
- Identify and request witnesses to remain until the police arrive

10.3. Major Accidents (Injuries/Death)

In the event of a major accident, in which passengers have been injured, staff must do the following:

- All of the actions required for Minor Accidents and Serious Accidents (above)
- Move the injured if they are in further danger. Take great care not to worsen their condition.
- If possible, assist in stabilizing and reassuring the injured.
- Depending on the condition of the injured, wait for the police to arrive

- If required, request a vehicle not involved in the accident to transport injured to the nearest medical assistance.
- If no vehicle other than the EQMM vehicle is able to transport to injured, find a guide to the nearest medical facility and make sure that all parties agree to you and the vehicle leaving the scene. Make sure that AFM is informed of your intentions and location of the medical facility.
- Mark the position of the vehicles prior to moving them.
- On arrival of the medical facility, immediately contact the police and cooperate fully with their investigation.

11. Vehicle Insurance

EQMM Vehicles are covered by insurance from one of the insurance company limited.

11.1. Insurance Claims

In the event of a claim, the following documents will be required:

- A police report
- A copy of the vehicle purchase invoice
- A repair estimate from workshops
- A photograph of the damaged vehicle

11.2. Liability

- Where a driver is shown to be at fault (as determined by the police report) the driver may be held responsible for reimbursement of the deductible and/or disciplinary action.
- The driver may be responsible for 1/3 of the cost of vehicle repairs incurred due to their negligence.

11.3. Theft

- In the case of theft, immediately cancel the local insurance and registration and call the police.

12. Onboard Documentation

All vehicles in EQMM will have affixed to the front windscreen the annual vehicle registration and insurance stickers. The following documentation will be carried onboard all EQMM vehicles:

- A copy of the license/registration booklet which includes record of payment of annual tax (See Appendix)
- A copy of contact details of insurance company (See Appendix)
- An EQMM vehicle log sheet (See Appendix)
- EQMM contact numbers.

13. Vehicle Registration

EQMM vehicles are currently registered.

14. Vehicle Marking

The EQMM has no policy currently on the external marking of vehicles. This policy may be revised by the M-COM based on the general security situation.

15. Fuel

The purchase of fuel for EQMM vehicles should take place in accordance with EQMM's financial policies and procedures.

16. Motorcycle Policy

16.1. Riders

- All riders must possess a valid Thai motorcycle license. Any exceptions must be authorized by AFM.
- Only authorized EQMM staff is permitted to operate or ride on EQMM owned motorcycles. Inform to AC before use it.
- All riders must read, understand and agree to the EQMM Vehicle Policy.
- The EQMM riders must log the kilometer read at the beginning and end of each trip.
- All riders and passengers must wear safety helmets. Failure to do so will result in termination of riding privileges.
- AC/ALC/FAC will be responsible for the daily allocation of motorcycles.
- When not in use, bikes will be parked up in designated areas of HREIB office compounds and the keys deposited with the AC/ALC/FAC at the keys areas of EQMM Administrative Room.
- Whenever a motorcycle is left unattended, it must be secured and immobilized by removal of the keys and fitting of the security lock.

16.2. Onboard Documentation

- Copies of license registration and tax payments
- Copy of compulsory insurance

16.3. Maintenance of Motorcycle

AC/ALC/FAC and administrative team are responsible for performing the following general maintenance rules to ensure the longevity of an assigned motorbike:

- Conduct daily per-operation check of the brakes, throttle, engine and transmission oil, chain, wheels and tires, fitting/fasteners, lights/signal, and battery.
- Clean, lubricate, and adjust (tighten) the chain on a weekly basis.
- Clean and replace spark plug.

- Replenish two-stroke oil as needed.

16.4. Operation of Motorcycles

- For visibility, the headlight must be turned on when operating the motorcycle.
- A motorcycle will not carry more than one passenger. Motorcycles may not carry more cargo than is safe; this is defined by the presence of cargo that is likely to fall from the bike, unbalance the rider, or cause damage the bike.

17. Compliance

17.1. Non Compliance

EQMM will not be liable for any costs or damages caused by accidents due to negligence or non-compliance with EQMM policies. Staff deemed to be non-compliant will be held personally responsible for any costs associated with their activities and may face disciplinary actions ranging from termination of driving/riding privileges through termination of employment with the EQMM.

17.2. Confirmation of Having Read and Understood this Vehicle Policy

Staff is not authorized to drive EQMM vehicles until they have read this policy document.

[\(Back to Contents\)](#)

Appendix A: Transport Request Form

Purpose - This form must be completed two (2) days in advance before the planned trip/tracking. This is to ensure that the vehicles schedules will be entered on the vehicle tracking board and assigned as the planned schedules appropriately. This form must be submitted to administrative & finance manager to receive confirmation for vehicle use.

ရည်ရွယ်ချက် - ဤဖောင်ပုံစံကို ခရီးသွားလာမည့်ရက်မတိုင်မှီ (၂) ရက် ကြိုတင်၍ ပြီးစီးအောင် ဖြည့်စွက်ရမည်။ ဤဖောင်သည် ယာဉ်အသုံးပြုမှုမှတ်တမ်းတွင် ယာဉ်အသုံးပြုမှုများကို မှန်ကန်စွာ မှတ်တမ်းတင်နိုင်ရန်နှင့် ပြင်ဆင်ထားသည့်အတိုင်း အသုံးပြုတာဝန်ပေးနိုင်ရန် ရည်ရွယ်သည်။ ဤဖောင်ကို ယာဉ်အသုံးပြုခွင့်ရရှိရန်အတွက် အုပ်ချုပ်ရေးနှင့်ဘဏ္ဍာရေးမန်နေဂျာထံတင်သွင်းရမည်။

1. Staff Information

(၁) ဝန်ထမ်းနှင့်ပတ်သက်သည့်အချက်အလက်

Name of Staff (ဝန်ထမ်းအမည်)	
Position (ရာထူး)	
Program/Department (ပရိုဂရမ်/ဌာန)	
Date of Request (တောင်းခံသည့်နေ့)	

2. Travel/Tracking Information

(၂) ခရီးသွားမှုအချက်အလက်

Date & Time of Departure ထွက်ခွာသည့်အချိန်နှင့် နေ့စွဲ	
Departure place ထွက်ခွာသည့်နေရာ	
Destination ခရီးဆုံး	
Date & Time of return ပြန်လည်ရောက်ရှိသည့်အချိန်နှင့် နေ့စွဲ	
Purpose of Trip ခရီး၏ ရည်ရွယ်ချက်	

3. Budget Information

(၃) ဘဏ္ဍာရေးဆိုင်ရာအချက်အလက်

Projects/Grants ပရောဂျက်/ဘဏ္ဍာငွေ	
Budget line for travel fee in grants ရံပုံငွေရရှိမှုတွင် ဖော်ပြထားသည့် ဘတ်ဂျက်အမျိုးအစား	

4. Logistics arrangement for driver (only for over a day)

(၄) ဒရိုင်းဘာအတွက် နေထိုင်ရေး စီစဉ်ပေးမှု (တရက်ထက်ပိုသောခရီးစဉ်များအတွက်သာ)

Accommodation နေထိုင်မှု	
Food အစားအသောက်	

I have already read and understood the EQMM Vehicles Policies & Procedures and agreed these policies.

Applicant's Signature:

လျှောက်ထားသူ၏လက်မှတ်

Date:

နေ့စွဲ

[\(Back to Contents\)](#)

Appendix B: Driver Authorization Form

Purpose - This form must be completed in advance before driving EQMM vehicles. This is to ensure that the driver is authorized to drive EQMM vehicles approved by Administrative Coordinator. This form must be signed by the assigned driver and Administrative & Logistic Coordinator.

ရည်ရွယ်ချက် - ဤဖောင်ပုံစံကို EQMM ၏ယာဉ်များကို မမောင်းနှင်မီဖြည့်စွက်ရမည်။ ထိုယာဉ်မောင်းသည် EQMM ၏ယာဉ်များကို မောင်းနှင်ရန် အုပ်ချုပ်ရေးတာဝန်ခံက ခွင့်ပြုထားကြောင်း သေချာစေရန်ဖြစ်သည်။ ယခုဖောင်ကို တာဝန်ပေးသည့်ယာဉ်မောင်းနှင့် အုပ်ချုပ်ရေးနှင့် ထောက်ပံ့ ညှိနှိုင်းရေးမှူးတို့က လက်မှတ်ထိုးရမည်။

4. Assigned Driver Information (တာဝန်ပေးသည့်ယာဉ်မောင်းအကြောင်းအရာများ)

Name (အမည်) :

Nationality (နိုင်ငံသား):

NRC Number (မှတ်ပုံတင်နံပါတ်):

Address (လိပ်စာ):

Mobile Number (ဖုန်းနံပါတ်):

5. Driving License Information (ယာဉ်မောင်းလိုင်စင် သတင်းအချက်အလက်များ)

License Type (လိုင်စင်အမျိုးအစား):

License Number (လိုင်စင်နံပါတ်):

Valid Date (သက်တမ်း):

6. Trip Information (သွားလာသည့်ခရီးအကြောင်း)

Departure Date & Time (ထွက်ခွါ ရက်စွဲ နှင့် အချိန်)	
Departure Location (ထွက်ခွါ ဒေသ)	
Arrival Date & Time (ဆိုက်ရောက် ရက်စွဲ နှင့် အချိန်)	
Designation Location (ဆိုက်ရောက်ဒေသ)	
Driving fee/day (တရက်ယာဉ်မောင်းနှံခ)	

I have already read and understood the EQMM Vehicles Policies & Procedures and agreed these policies.

ကျွန်ုပ်သည် EQMM ယာဉ်မောင်းဆိုင်ရာပေါ်လစီများနှင့် လုပ်ထုံးလုပ်နည်းများကို ဖတ်ရှုလေ့လာထားပြီးလိုက်နာရန် သဘောတူပါသည်။

Driver's Signature:

Date:

Administrative & Logistic Coordinator's Signature

Date:

Appendix C: Vehicle Log Sheet

Purpose - This sheet must be completed by the staffs who request the trip at the end of each journey. Log Sheets must be submitted to Administrative & Logistic Coordinator/Finance & Administrative Coordinator at the end of each journey.

ရည်ရွယ်ချက် - ဤစာရင်းကို ခရီးသွားလာရန်တောင်းခံသည့်ဝန်ထမ်းက ခရီးစဉ်ပြီးဆုံးသွားသည့်အခါတိုင်းတွင် ဖြည့်စွက်ရမည်ဖြစ်သည်။ ထိုစာရင်းကို ခရီးစဉ်ပြီးဆုံးပါက Administrative & Logistic Coordinator (သို့) Finance & Administrative Coordinator ထံ အပ်နှံရမည်။

Date နေ့စွဲ	Driver Name ယာဉ်မောင်း အမည်	Departure ထွက်ခွာ သည့်နေရာ	Destination ခရီးဆုံး	Mileage သွားလာသည့် မိုင်	Signature လက်မှတ်	Remark မှတ်ချက်

[\(Back to Contents\)](#)

Annex 3 – Office Library Policies & Procedures

1	Equality Myanmar-Yangon has a library where its staff can rent books, CDs, VCDs and DVDs for the purpose of gathering information, general knowledge and to prepare for trainings and workshops.
2	Staff members who want to rent materials should inform the administrative & logistic assistant. It is prohibited to take books, CDs, VCDs or DVDs without informing the administrative & logistic assistant.
3	If materials are rented, this must be recorded in the log sheet by the administrative and logistic assistant.
4	If materials are returned, this must be recorded in the log sheet by the administrative & logistic assistant.
5	The renter and the administrative & logistic assistant are required to sign the log sheet at transmission, agreeing to return the materials to the library and at restitution.
6	Each staff members allowed to renting two books per week. However, in the case of training, research, thesis or other special occasion, the renter can negotiate with the librarian to rent more than two books per week.
7	It is allowed to rent two CD/VCDs at a time.
8	The renter and the administrative & logistic assistant must check the condition and quality of the CD/VCD before taking it from the library. If any scratch or damage is detected on return, the renter must be held responsible for this.
9	If the renter loses or damages any of the materials, s/he should inform the librarian immediately. The renter must be held responsible for this negligence.
10	If the reader wants to read the book in the library, the book must be returned to its original place afterward.
11	If the administrative and logistic assistant is unavailable, the administrative and logistic coordinator will perform his/her tasks.

[\(Back to Contents\)](#)

Annex 4 – 2014 EQMM Official Holidays (For Myanmar Located Offices)

Day	Date	Issue	No. of Days
Wed	12-Feb	Union Day	1
Mon	14-Apr	Thingyan Festival	1
Tue	15-Apr	Thingyan Festival	1
Wed	16-Apr	Thingyan Festival	1
Thurs	17-Apr	Thingyan Festival	1
Fri	18-Apr	Myanmar New Year	1
Mon	21-Apr	Substitute Day of Myanmar New Year	1
Thurs	1-May	Labour Day	1
Fri	11-Jul	Full Moon Day of Warso	1
Mon	21-Jul	Substitute Day of Martyrs' Day	1
Wed	8-Oct	Full Moon Day of Thadingyunt	1
Thurs	6-Nov	Full Moon Day of Tazaungmone	1
Thurs	25-Dec	Christmas Day	1
Fri	26-Dec	December Holiday	1
Mon	29-Dec	December Holiday	1
Tue	30-Dec	December Holiday	1
Wed	31-Dec	December Holiday	1
Thurs	1-Jan	December Holiday	1
Fri	2-Jan	December Holiday	1
			19

[\(Back to Contents\)](#)

2014 EQMM Official Holidays (For Thailand Located Offices)

Day	Date	Issue	No. of Days
Fri	14-Feb	Makha Bucha Day	1
Mon	14-Apr	Songkaran Festival	1
Tue	15-Apr	Songkaran Festival	1
Wed	16-Apr	Thai New Year	1
Thurs	1-May	Labour Day	1
Mon	5-May	Coronation Day	1
Tue	13-May	Visachan Bucha Day	1
Fri	11-Jul	Asahna Bucha Day	1
Tue	12-Aug	H.M. Queen Birthday	1
Thurs	23-Oct	Chulalongkorn Day	1
Fri	5-Dec	H.M. King Birthday	1
Wed	10-Dec	Constitution Day	1
Thurs	25-Dec	Chirstmas Day	1
Fri	26-Dec	December Holiday	1
Mon	29-Dec	December Holiday	1
Tue	30-Dec	December Holiday	1
Wed	31-Dec	December Holiday	1
Thurs	1-Jan	December Holiday	1
Fri	2-Jan	December Holiday	1
			19

[\(Back to Contents\)](#)

