



Vacancy Announcement: Trainer

Job Title: Trainer

Job Type: Full-Time contract

Location: Chiang Mai, Thailand

Start Date: Immediately

Summary

Equality Myanmar (EQMM) is a local NGO dedicated to promoting the human rights of people from Myanmar through human rights education and advocacy. EQMM was founded as the Human Rights Education Institute of Burma (HREIB) in Thailand in 2000 and was renamed and re-located to working exclusively inside Myanmar in 2013.

Some of what you'll do:

- Perform well and good at in Facilitation Skills
- Develop and update schedules and modules for Training
- Assist to Program Coordinator for beneficiary selection process and management operation
- Ensure the reporting and documentations
- Responsible for M&E process
- Familiarize with program/projects budget
- Participate and Coordinate in Program Administration, Coordination and Networking

This position is open only for Myanmar Nationals who are living intra or extra country of Thailand.

Qualifications

Required:

- Must be Myanmar Nationality
- EQMM Training of Trainers and/or other relevant human rights training experience
- At least 3 years' experiences in facilitating human rights trainings
- Must be highly skilled in dealing with Community and in-depth knowledge of Human Rights
- Strongly Committed to human rights, social justice, and peace
- Understanding on digital technology skills using various software and mobile apps, including Microsoft Word, Excel Power Point, Skype, Zoom, Google Workspace (Gmail, Drive, Docs, Calendar, etc.), Proton mail, and Signal.

Desired:

- Strong demonstrated understanding about human rights
- Previous in-country experience in Thailand
- Creative, self-motivated, and a critical thinker
- Respect for diversity and sensitivity to other cultures
- Flexible, willing to learn new skills, able to work under pressure and respect deadlines, and a team player

What we are looking for:

- Strong and effective communicator, both written and verbal, with excellent interpersonal skills

- Ability to work independently as well as maintain a positive working relationship with colleagues
- Perform multiple tasks under tight deadlines while maintaining accuracy and quality
- Strong attention to detail and follow-through

Salary and Benefits

- Competitive local salary commensurate with experience
- Monthly stipend for healthcare coverage
- 13 month salary based on result of staff annual performance
- Opportunities to participate in periodic professional development trainings and conferences

How to apply

Interested and qualified candidates should send a cover letter, CV, and relevant supporting documents to the Human Resources Officer at hro.eqmm@protonmail.com no later than 5 pm, Myanmar time, on 11 April 2022.

We are looking for evidence that you have the skills, experience, and abilities indicated in this announcement. Information you provide will be used for deciding who'll be selected for the next step in our process. Successful candidates will need to be willing to provide two names and contact information for professional references before an official offer can be made.

Only shortlisted candidates will be contacted for interview.

Job Description of the Trainer

Title: Trainer

Grade Level: Level 4

Report to: Program Coordinator 1

Direct report: Nil

PROGRAM MANAGEMENT	10%
<ul style="list-style-type: none"> • Participate in preparation and debriefing meetings before and at the end of each training (taking note of major issues); Take meeting minutes, and submits meeting notes (the outcomes and decisions) to Program Coordinator within 7 days but for the urgent decision need to be informed in one day; • Develop and update schedules and modules with Training Coordinator and Program Coordinator. • Develop pre/post /evaluation with google form and oversee pre & post tests, attendance list and evaluation forms and prepare case studies for training if it is needed. • Provide the attendance list to Admin & Logistic Coordinator for the communication top up • Ensure training is appropriately set up and ready for planned training activity. • To get in touch and consults the HREN Focal Trainer and organizers from the host organizations in preparation for the trainings to be organized; • Shares human rights related information and other to alumni Google group and Facebook groups if it is needed. • Coordinate with other program and technical responsible for Organizational Campaign. 	
BENEFICIARY SELECTION AND MANAGEMENT OPERATION	10%
<ul style="list-style-type: none"> • Assists PC to compile and make a list of applied applications for selection process. • Participate in applicant selection process; • Contact local organizer to consult on participant criteria and selection in order to get the qualified participants; and • Observe and recommend potential participants for further training opportunities. 	
FACILITATION	30%
<ul style="list-style-type: none"> • Organize and facilitate workshops, community events, and externally requested trainings; and • Use online digital tools and facilitate online trainings that was assigned. 	

<ul style="list-style-type: none"> Facilitate the HR trainings, FORB trainings in coordination with HREN members and monitor and ensure these trainings are met with EQMM standards and effective to the community members, and co-facilitate in Documentation and Advocacy trainings if it is needed. 	
MONITORING AND EVALUATION	10%
<ul style="list-style-type: none"> Select participants and participate in program follow up to trainings, external trainings and report to PC. Monitor the teachers for HR and FORB teachers' guidebook usage. 	
REPORTING	15%
<ul style="list-style-type: none"> Ensure the reporting and documenting procedures are followed for all activities (including external trainings, networking meetings, and external requested trainings); Submit a narrative activity report (HRs trainings, thematic workshops and networking meetings) including success stories and challenges to program coordinator within a week (7 days) completion of activity including the following relevant supporting documents: photographs of the activity; pre/post test questions, pre/post test results and analysis; attendant sheet, participants' list for each activity; and evaluation forms, Keep regular contact and update activities to PC; (If trainers are in outreach activities) Insert all activities' data in activity tracking sheet (one drive) after the activities finish 	
Financial Management	10%
<ul style="list-style-type: none"> Prepare advances, reimbursement, and expenses of program/projects activities under the supervision of Program Coordinator; Familiarize with program/projects budget. Coordinate with Admin and Logistic Coordinator for program/project activities communication payment. 	
PROGRAM ADMINISTRATION, COORDINATION AND NETWORKING	10%
<ul style="list-style-type: none"> Participate and contribute to regular annual planning, evaluation meeting and monthly program team meetings. This includes raising management issues to the program Manager and brainstorming solutions. Develop and submit to Program Coordinator and copy to Program Manager a weekly individual timesheet and updating a work calendar by using Google calendar before the 2nd working days of every month. Participate in regular staff meetings and organizational activities. Act as an focal person for assigned networking and meeting with duty bearers If it is needed 	
<p>OTHER DUTIES: Undertake any other organizational tasks that may from time to time be assigned.</p> <p>Confidentiality clause: Ensure that the employee does not share confidential information and organizational secrets with others. This obligation applies both during and the termination of employment</p>	5%