



# Equality Myanmar

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## **Vacancy Announcement: Deputy Director (Grant and Program Control)**

**Job Title:** Deputy Director (Grant and Program Control)

**Grade:** D3

**Job Type:** Full-Time contract

**Location:** Chiang Mai, Thailand

**State Date:** 1<sup>st</sup> November 2025

**This position is open for Internationals and Myanmar Nationals.**

### **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. Currently EQMM is working closely with different stakeholders for preventing and promoting human rights for people in Myanmar.

### **Some of what you'll do:**

- Lead the development of the programming strategies, and strategic interventions that align with the organization's mission, vision, and goals in coordination with the management committee (M-COM) members and assistant of team leads.
- Design project packages, including narratives, MEAL plans, workplans, concept notes, and log-frames in line with programming strategies and donor requirements, in collaboration with team leads.
- Assist Executive Director and coordinate with MCOM for designing, reviewing, revising and developing organization's fundraising strategies and interventions, ensuring alignment with the organization's goals and ethical standards.
- Lead and oversee the full project cycle from design to completion, ensuring project workplans, log-frames, and budgets are regularly reviewed, adapted, and aligned with strategic goals.
- Lead the organizational reports (donor reports), and development of report package (writing narrative, synchronizing with financial reports and MEAL reports/ records) and ensure producing of quality reports, in collaboration with the Executive Director and consultation with MCOM.
- Develop and manage program and inter-connected projects' budgets in collaboration with the Finance team, authorize expenditures, and ensure compliance with donor and

organizational financial policies and as necessary and manage the delegation to the relevant team leads.

- Oversee human resource functions for the program team, including recruitment, performance management, capacity building, and conflict resolution.
- Oversight and guide MEAL team focal for implementing MEAL work plan in coordination with the relevant program/project teams, and other operational support teams.
- Lead and manage the internal /external program/ project evaluation (routine/ ad hoc) processes in collaboration with the relevant operational support team.
- Participate the designing and development of Organization's mission, vision, and goals and annual and three-year strategic framework, policies, standard operating procedures and guiding documents/ protocols.
- Represent as a member of the senior management team and attend monthly M-COM meetings or call an ad hoc meeting as required.
- Manage coordination and collaboration with current community partners/ CSOs/ change agents/ NGOs/ UN agencies, coalition networks, community organizing groups/ HRD networks as the program representative of EQMM and expand the strategic partnerships in existing and new geographic coverage of organization.
- Undertake any other relevant organizational tasks assigned by the supervisor and Board of Director.

## **Qualifications**

### **Required:**

- A relevant education background in fields such as Social Science, Human Rights, Community Development, Political Science, or related disciplines.
- Minimum 7 years of on-ground experience working with rights-based CSOs, CBOs, NGOs/INGO, network coalitions, or donor organizations.
- Minimum 5 years of leadership experience in roles such as Manager, Deputy Director, Director, or similar senior level positions.
- Familiar with international and local funding mechanisms, particularly grants for Rights, Democracy, Peace and Development.
- Ability to travel both international and local trips as required and be available to relocate to the base location of position.
- Have experience in managing complex programs, diverse teams, and multicultural contexts.
- Demonstrate strong proficiency in both English and Burmese (speaking, reading, writing and listening). The ability to communicate in one or more ethnic dialects is considered an asset.
- Must be willing and able to adapt to changing work requirements and priorities that may require overtime or extended hours.

### **Desired:**

- Open to both Myanmar National and International Applicants.
- Strongly demonstrated understanding about human rights
- Creative, self-motivated, and a critical thinker

- Respect for diversity and sensitivity to other cultures
- Flexible and willing to learn new skills, able to work under pressure, and a team player
- Women, LGBTQIA+, and Disabilities are encouraged to apply and considered for opportunity equality.

**What we are looking for:**

- Strong and effective coordinator / manager, both written and verbal, with excellent interpersonal communication skills
- Ability to work independently as well as maintain a positive working relationship with multi-racial citizens
- 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 health allowance
- 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 [ahc.eqmm@protonmail.com](mailto:ahc.eqmm@protonmail.com) no later than 5 pm, Thailand time, on 22<sup>nd</sup> September 2025.

We are looking for evidence that you have the skills, experience, and abilities indicated in this announcement. The 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.