



Equality Myanmar

info@equalitymyanmar.org www.equalitymyanmar.org

Vacancy Announcement: Documentation and Research Coordinator

Job Title: Documentation and Research Coordinator

Job Type: Full-Time contract

Location: Chiang Mai, Thailand

State Date: 1st August 2024

This position is open only for 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.

Some of what you'll do:

- Manage the Strategies, Plans, and Activities in the implementation of the Program's goals and objectives.
- Manage follow-ups and keep track of the data system and information
- Analyze information, interpret, and support in report-producing
- Understand and research Myanmar Context and support in coordinating with external stakeholders
- Expertise in information technology and regularly updating the skills and knowledge to deliver quality reports
- Ensure monthly individual work plan is developed and inputs provided to the monthly team schedules and submits teamwork plan to Project Manager regularly
- Supervise the individual team, coach and promote the skills of the team
- Check reports, provide technical comments, overall situational feedback, and make recommendations
- Report the immediate and emergency cases to the Executive Director (ED) and Program Manager and send monthly reports to the Program Manager (PM) at the end of every month.
- Ensure the reporting and procedures are followed for all activities under the program timeline
- Verify advances, reimbursement, and expenses of program activities expenditure

Qualifications

Required:

- Must be Myanmar Nationality
- Any Bachelor's degree holder
- Strong IT knowledge and Research skill is an asset
- Minimum 3 years of experience in relevant field
- Must be able to plan, prioritize, and manage their own activities and office workflow even when working under tight deadlines and during stressful periods.
- Ability to work with challenging and conflict-sensitive environments.
- Ability to establish, maintain, and foster cooperative working relations with relevant stakeholders.
- Ability to communicate clearly and concisely both written and oral in English and must have effective communication, mobilization and problem-solving skills.
- Must be willing and able to adapt to changing work requirements and priorities that may require overtime or extended hours.

Desired:

- Strong demonstrated understanding about human rights
- 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 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 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
- 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 egmm.hro@protonmail.com no later than 5 pm, Thailand time, on 18 June 2024

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.