



# 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:** 1<sup>st</sup> June 2025

**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 thereon in the implementation of the Program's goals and objectives.
- Manage follow-ups and keep track of the data of documentation cases
- Manage all cases and send them to IIMM and submit a monthly report of total cases to supervisor.
- Manage all case report research with coordination with all program coordinators, and researchers, and ensure the case report, research report, and report launching are produced on time
- Mobilize to documentation team performance and skill built up.
- Ensure monthly individual work plan is developed, provide inputs for the monthly team schedules and submit teamwork plan to Technical Coordinator regularly
- Supervise and Oversee the Documentation team (Data Analyst, Documentation officer, collaborator-consultants) for case management and editions
- Provide input for the policies making process reliable with documentation process.
- Report the immediate and emergency cases to the Executive Director and Technical Coordinator.
- Ensure the reporting and documenting procedures are followed for all activities under the program
- Monthly case reporting for social media engagement and if necessary, contributions on media team.
- Skillful in using IT tools and data verification process for case reporting.
- Participate and contribute to regular annual planning, evaluation meetings, and monthly program team meetings. This includes raising management issues with the Technical Coordinator and brainstorming solutions.

- Develop and submit a weekly individual timesheet and update a work calendar to Technical Coordinator via Google Calendar before the 2<sup>nd</sup> working day of every month.
- Coordinate with UWAZI and organization for data system management
- Act as a focal person for assigned networking and meeting with duty bearers, international meetings, training, and conferences
- Verify advances, reimbursement, and expenses of program activities prepared in relevance with documentation

## **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 [ahc.eqmm@protonmail.com](mailto:ahc.eqmm@protonmail.com) no later than 5 pm, Thailand time, on 5 May 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.