



# Equality Myanmar



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**Job Title: Executive Director**

**Job Type: Full-Time Contract**

**Location: Chaing Mai, Thailand**

**State Date: As soon as possible (Candidate will be interviewed on rolling basis)**

## **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:**

- Oversee day-to-day activities and operations
- Responsible for the funds flow mechanism
- Develop and oversight organizational strategy
- Engage with Partner Organizations, Human Rights Defenders, Donors and other key stakeholders.
- Supervise the Head of Departments and provide strong leadership to all staff
- Cultivate a positive Organizational Culture in the organization.
- Ultimate and Key responsible person for fundraising, program development, organizational development and grant proposals.
- Endorse submitting of donor reports in a timely manner.
- Responsible person on organization policies and procedures
- Safeguard all staff safety and security, maintains team morale and welfare

## **Qualifications**

### **Required:**

- Ph.D. or Master's degree, preferably in Human Rights, International Relations, Political Science, Management, Public Administration, Development Studies, Advocacy and Communication.
- A minimum of 3 years' experience in a similar role and responsibilities preferably in the right-based organizations.
- An analytical mind with strong attention to detail.
- Outstanding organizational, mobilization, and problem-solving skills.
- Strong experience in proposal writing, developing project and program Monitoring and Evaluation (M&E) Frameworks, grant and financial management experience and relations with multi-international donors.
- Ability to work with diverse, challenging, and conflict-sensitive environments.
- Ability to establish, maintain, and foster cooperative working relations with relevant stakeholders.
- Must be willing and able to adapt to changing work requirements and priorities that may require overtime or extended hours.
- Understanding on digital technology skills using various software and mobile apps, including Microsoft Word, Excel PowerPoint, Skype, Zoom, Google Workspace (Gmail, Drive, Docs, Calendar, etc.), Proton mail, and Signal.

**What we are looking for:**

- Represent the organization and ability to perform as a spoke person where necessary.
- High level of Strategic Leadership and Effective Advocacy
- Outstanding and effective communicator, both written and verbal, with excellent interpersonal skills
- Hold high ethical behavior, strong interpersonal and analytical skills
- Strong demonstration and understanding of human rights
- Holding strong ability in coaching, developing, steering, and mentoring
- Must obtain persistence, resilience in difficult situations and control emotions
- High level of experience in managing resources effectively
- Respect for diversity and sensitivity to different cultures

**Salary and Benefits**

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

**Language:**

- Must speak English and fluency in Myanmar Language is desirable.

<b>Management &amp; Organizational Leadership</b>	<b>30%</b>
<ul style="list-style-type: none"><li>• Oversee implementation of all programs, finance systems, grant reporting, and human resources to ensure adherence to all established policies, long-term plans, and contractual obligations.</li><li>• Mentor, support and provide strategic leadership to all Managers and other staff under your charge.</li><li>• Facilitate regular meetings of the Management Committee and take initiative to ensure open and accountable chains of communication across the organization, such as staff meetings, inter-departmental meetings, and other ad hoc organizational meetings;</li><li>• Monitor the current human rights situation in Myanmar and oversee content and project development in response to changes and potential risks;</li><li>• Oversee implementation of the organizational strategic plan and transition strategy, including monitoring indicators and identifying opportunities for growth;</li><li>• Advise and consult with the Founder on important strategic outcomes on a regular basis; report to the board of directors on the organization’s outlook and progress.</li><li>• Identify operational and programmatic gaps and initiate organizational development measures, including recruitment of board members, drafting new policies, drafting communication plans, and strategic staff expansion.</li></ul>	

<ul style="list-style-type: none"> <li>• 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;</li> <li>• Develop a positive work environment for all staff supported by a professional level human resource management function.</li> </ul>	
<b>Program Development, Grant Management, and Fundraising</b>	<b>40%</b>
<ul style="list-style-type: none"> <li>• Lead and Coordinate with the Founder, Program Manager and Program Development &amp; MEAL Manager for the preparation of proposal as discussed with funding agency.</li> <li>• Oversee the development of high-quality grant proposals that are technically competent and well-explained by the Program Development &amp; MEAL Manager; and approve them before submission to donors.</li> <li>• Collaborate with Program Manager and Admin &amp; Finance Manager to ensure project designs are managerially sound and appropriately budgeted.</li> <li>• Oversee the development and implementation of organizational and project budgets by the Admin &amp; Finance Manager.</li> <li>• Maintain up-to-date records of grant partnership agreements and related supporting documents, such as narrative reports, financial reports, and audit reports.</li> <li>• Understand all terms and conditions of grant contract and support the Management Committee and staff by communicating, clarifying, and reminding about key grant conditions and requirements.</li> <li>• Ensure all narrative reports that are submitted to donors are of high quality, meaning they are written in readable English, appropriate in length and format, utilize effective charts and uses of photos, report adequately on the key results, and otherwise fulfill all narrative reporting requirements.</li> <li>• Oversee the Program Development &amp; MEAL Manager who is responsible as focal person for all grant related processes and work tasks, including project modifications, notifying the donor of delays or changes, relaying important messages from donors to the Management Committee or implementing staff, and producing or compiling required documentation for donors.</li> <li>• Identify new funding opportunities following assessment of needs and strategies in line with strategic priorities of the organization.</li> </ul>	
<b>Monitoring &amp; Evaluation</b>	<b>10%</b>
<ul style="list-style-type: none"> <li>• Oversee and ensure all M&amp;E activities are planned implemented in cooperation with relevant managers. This includes communicating effectively to ensure relevant staff understand the key results of their projects, reporting deadlines, and requirements for reporting (such as templates and other necessary guidance).</li> </ul>	

<ul style="list-style-type: none"> <li>• Oversee the Program Development &amp; MEAL Manager to ensure their effective performance in reporting and supporting Program / Project with M&amp;E requirements.</li> </ul>	
<b>Advocacy and External Relations</b>	<b>10%</b>
<ul style="list-style-type: none"> <li>• Represent EQMM at meetings with partners, donors, diplomatic community, and media.</li> <li>• Maintain and actively build new relationships with potential partners and donor.</li> <li>• Plan and implement advocacy strategies in consultation and coordination with the Founder.</li> </ul>	
<b>Team Supervision</b>	<b>10%</b>
<ul style="list-style-type: none"> <li>• Lead and facilitate the management committee for organizational management issues.</li> <li>• Supervise directly to the Program Manager, Development Manager, Office Manager, and Admin &amp; Finance Manager.</li> <li>• Advice and guide to the managers for their departmental issues.</li> <li>• Review and update all “Managers’ existing position descriptions, and develop new management positions’ descriptions when necessary.</li> <li>• Verify the supervisees’ weekly timesheet and monitor their monthly work calendars and plan.</li> <li>• Facilitate a regular monthly meeting and quarterly performance evaluation with supervisees to assess the performance and profession development needs, and address any performance issues and monitor supervisees’ performance.</li> <li>• Oversee the ‘Managers’ staff capacity building and training development priorities and opportunities.</li> <li>• Handle the inter-personal conflicts of ‘Managers’ staff to address the problem and conflict.</li> </ul>	
<p><b>Other duties:</b></p> <p>Undertake any other organizational duties that may be assigned from time to time.</p>	

### **How to apply**

This position is open to all Nationals preferably to Myanmar Nationals.

Interested and qualified candidates should send a cover letter, CV, and relevant supporting documents to the Admin & Finance Manager at [afm.eqmm@protonmail.com](mailto:afm.eqmm@protonmail.com). **This position will be open until a candidate is identified.**

We are looking for evidence that you have the skills, experience, and abilities indicated in this announcement. The information you provide will be considered for deciding who’ll be selected for the next step in our process. Women leaders are encouraged to apply. 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 an interview and will not respond to the query of application.