



# Equality Myanmar

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## Vacancy Announcement: Program Coordinator

**Job Title:** Program Coordinator

**Job Type:** Full-Time contract

**Location:** Chiang Mai, Thailand

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

**This position is open only for Myanmar National.**

### 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 youth empowerment project's strategies, logical framework, work plans, and activities in line with Project's goals and objectives in coordination with program team and partner organizations
- Identify the groups, organizations and select them in consultation with partner organizations, program team, and proceed for further steps.
- Ensure the reporting and documenting procedures are followed for all activities, which includes all activities under the program and externally requested training
- Submit a narrative activity report with English language for all training, thematic workshops, and events and send to the Program development and MEAL department, and Program Manager within ten days after the activity is accomplished, including photographs of the activity, pre/posttest, evaluation form, and attendance sheet
- Maintain strong program monitoring, information gathering, compilation, and documentation system for the different activities and insert in M and E tracking sheet
- Manage the project's budget in line with donor's compliance
- Oversee program activities' cash flow and submit monthly/quarterly cash forecast to the finance department
- Participate and contribute to regular annual planning, evaluation meetings, and monthly program team meetings. This includes raising management issues with the Program Manager and brainstorming solutions.

### Qualifications

#### **Required:**

- Must be Myanmar Nationality
- Any bachelor's degree
- At least 3 years of similar role and responsibilities with INGOs, NGOs and CSOs

- 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 in 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, and youth's empowerment program
- 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 in English and Myanmar, 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 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) and [PM.eqmm@proton.me](mailto:PM.eqmm@proton.me) no later than 5 pm, Thailand time, on 15 January 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.