

Position Announcement: Program Officer, Myanmar

Position type: Contractor, Fulltime equivalent: 40 hours/week
Duration: From start date through December 31, 2017; renewal subject to funding
Location: Yangon, Myanmar
Pay Rate: Commensurate with experience; US \$1500 - \$1900/month
Reports to: Director of Partnerships and Programs
Deadline for Applications: Monday April 10, 2017
Ideal Start date: ASAP

Asia Catalyst builds strong civil society to advance the right to health for marginalized groups in Asia. We partner with and train leaders of community-based organizations to conduct rigorous human rights research and advocacy, meet high standards of effective and democratic governance, and establish a stable foundation for future growth. We are an independent organization that places the needs of marginalized communities at the center of national, regional, and international policymaking.

Asia Catalyst is a US-based, nonprofit organization with offices in New York, Beijing and Bangkok.

We are seeking to hire for the new position of Program Officer (PO) for Myanmar within the Capacity Building and Community Initiatives (CBCI) program. This position will be, based in Yangon, Myanmar and report to staff in our Bangkok office.

The Program Officer will be responsible for delivering Asia Catalyst's Rights Training capacity-building projects for community based organizations from Myanmar, predominantly working on discrimination against people living with HIV and key populations in healthcare settings. Activities will include small group workshops, individual organization coaching, and field visits.

The Program Officer will work in a team with the CBCI Documentation & Advocacy Program Manager (PM) to provide human rights documentation and advocacy coaching support to groups on the ground.. The PO will help develop new workshop materials, edit and adapt existing curriculum material, and prepare materials for publication in print and online, including helping with translating them into Burmese as necessary. The PO will report to the Director of Partnerships and Programs.

Asia Catalyst is looking to fill this vacancy as soon as possible. The position includes travel both in-country travel and to the Bangkok office as necessary.

RESPONSIBILITIES

- Work collaboratively with Program Manager to develop and adapt training curricula on rights documentation and advocacy
- Prepare and co-facilitate training sessions and follow-up coaching with the support of the Program Manager
- Organize and implement site visits to partner organizations in Myanmar for individual organization coaching and support
- Work with PM to develop advocacy strategy to address discrimination and other rights violations

- Monitor rights issues faced by the communities we work with, including people living with HIV, sex workers, LGBT and people who use drugs in Myanmar; provide updates on new developments to the team
- Build and strengthen relationships with key stakeholders in Myanmar for strengthening advocacy work related to PLHIV and key populations
- Support Asia Catalyst in reaching a wider audience by editing successfully tested and delivered Burmese curriculum for dissemination in print and on Asia Catalyst's online platforms
- Monitor progress of participant organizations' subgrant projects and provide necessary remote and in-person technical support for successful implementation
- Represent Asia Catalyst at key meetings
- Work collaboratively with the Bangkok-based program team to monitor program quality and evaluate impact
- Coordinate workshop logistics according to organizational and financial policies
- Assist in grant writing and regular narrative reporting for the project
- Maintain responsible financial management of the CBCI program in Myanmar
- Regularly participate in internal meetings

QUALIFICATIONS

- Strong passion for social justice and human rights; knowledge of human rights and associated legal frameworks
- Bachelors degree; graduate degree desirable; ideally in the social sciences
- Legal residency in Myanmar; Excellent command of spoken and written Burmese
- Excellent spoken and written English; ability to translate and interpret written documents and spoken words from English to Burmese and Burmese to English
- 2-3 years experience in delivering participatory trainings; Experience in facilitating workshops and conducting trainings for a variety of audiences, particularly community-based organizations.
- Experience working remotely; ability to self-motivate and deliver tasks on deadline
- Knowledge of HIV/AIDS or other public health issues in relation to the right to health and issues facing marginalized and key populations in Myanmar
- Sensitivity to the human rights issues related to HIV and their impact on communities affected by HIV
- Ability to work a flexible schedule to accommodate communications over several time zones and ability manage work priorities and responsibilities independently as well as with the team
- Excellent problem-solving abilities
- Excellent presentation and communication skills (both written and spoken)
- Adventurous and entrepreneurial outlook
- Community organizing and advocacy experience preferable

This contract position will provide:

- Comprehensive International Health Insurance
- Concessions and allowances for work travel
- Paid time off as per AC policy

Asia Catalyst is committed to diversity and equal opportunity:

Asia Catalyst works in a wide range of cultural, ethnic, religious, linguistic and geographic contexts. The organization believes that Asia Catalyst can best advance the organization's mission if staff members reflect as much as possible the tremendous diversity of the communities in which Asia Catalyst works.

Asia Catalyst is an equal opportunity employer, and actively attempts to recruit and maintain a diverse staff. Asia Catalyst does not discriminate based on a candidate's age, sex, sexual orientation, gender (including gender identification), color, race, religion/creed, national origin, alienage, citizenship status, marital or partnership status, military status, domestic violence victim status, predisposing genetic characteristics, disability, or any other classification as provided by law.

Asia Catalyst encourages applications from members of the communities with which we work, including LGBTI and gender non-conforming persons, persons with disabilities, persons living with HIV or hepatitis, persons who formerly used drugs or worked as sex workers, and persons from other marginalized groups.

Interested applicants should submit the following in English to be considered for this vacancy:

- A cover letter indicating
 - The position for which you are applying
 - How you learned of this opening
 - Statement of interest in the position
- Résumé or CV
- Two page unedited writing sample in English
- Email and telephone contact details for two references (English speaking appreciated)

*Please submit the requested items in **one** PDF or MS Word file to **Brian Bonci, Director of Finance and Operations**, at info@asiacatalyst.org. Zipped files will not be opened. Incomplete applications will not be considered. Inquiries about the position or the requirements will be answered within 5 working days.*

We will only contact applicants we wish to interview.

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