



## Vacancy Announcement for Internal Recruitment

<b>Position:</b>	<b>Project Coordinator</b>
<b>Accountable to:</b>	<b>Program Coordinator</b>
<b>Location:</b>	<b>Yangon, Myanmar</b>
<b>Assignment type:</b>	<b>Full time position</b>
<b>Languages Required:</b>	<b>Burmese and English</b>
<b>Duration of Initial Contract:</b>	<b>One Year (extendable based on funding availability)</b>
<b>Closing date for application:</b>	<b>25/08/2023</b>

### **ABOUT THE LINQ FOUNDATION**

The LinQ Foundation is a registered foundation based in Chiang Mai, Thailand, which seeks to create bridges between LGBTQ individuals, particularly from vulnerable communities in Thailand and Myanmar, in order to provide opportunities for support, sharing, and exchange. We work closely with partners, and networks at national, regional, and international levels, to foster a common understanding and respect of human rights and dignity with the aim to end discrimination and enable LGBTQ individuals to contribute to society to their fullest potential.

The LinQ Foundation is seeking a committed and enthusiastic individual to join our team in Myanmar as Project Coordinator. The post holder will be based in Yangon, Myanmar

### **JOB BACKGROUND**

Under the direct supervision of the Program Coordinator, the Project Coordinator will lead the implementation the project that focused on Civil Society Strengthening support for LGBTQ+ in Myanmar. The project will be implemented over 18 months, and activities will be implemented throughout the project length, building on each other to gather important data and feed communication and advocacy interventions.

The position holder will be overall responsible for the CSO Strengthening project and its quality implementation in close partnership with 12 CSOs and LGBTQ+ networks. The position is home based with substantial travels to field locations and The LinQ Chiang Mai Office. He/she must be highly motivated, experienced in managing projects, and have extensive track records working with LGBTQ+ communities and Civil Society Organizations working on LGBTQ, Gender and Human Rights.

## **KEY RESPONSIBILITIES**

### **Program management**

- Plan, manage and implement the LinQ approved projects (Civil Society Strengthening Project) with impactful deliverables under the supervision of the Program Coordinator.
- Develop appropriate budgets for project activities in coordination with the Program Coordinator, Finance Manager, and Finance officers.
- Provide technical support on sub grants management and training to project team and CSOs.
- Lead the project steering committee meetings/coordination meetings.
- Ensure systematic data collection for both quantitative and qualitative as per MEL Plan in coordination with Project Officer and Project Officer (MEL)
- Liaise with the communications team for the production of required promotional and educative materials and social media content.
- Participate in campaign messaging, support and advise on the collection of success stories as needed for advocacy, campaigning and sensitization purposes.
- Manage small grants program for newly established groups and organizations
- Represent the LinQ Foundation at program meetings with donors when required.
- Develop the Sub Grant Management mechanism with support of Program Coordinator and Program Manager.
- Write the donor's report as per the approved Result Framework and its indicators.
- Supervise Project Officer and Project Officer (MEL) and ensure team is fully aware of project deliverables with approved workplan, budget and Result Framework.

### **Financial management**

- Prepare budget forecasting, advances, expenses, reimbursement of program activities.
- Review monthly project finance reports prepared by the finance department for management purposes of budget monitoring and variance analysis, and further management decision.
- Prepare and submit program and project narrative reports on time
- Review small grants and provide necessary assistance in collaboration with Finance Manager and Program Coordinator.
- Perform any other assigned tasks.
- Ensure the project budget is spent as per the donor's compliance.
- Coordinate with finance team to ensure tracking budget spending rate

## **COMPETENCIES**

- Excellent written and oral communication skills in both Burmese and English.
- Ability to work efficiently and effectively under pressure, to observe deadlines and to achieve results.
- Excellent interpersonal skills and demonstration of personal maturity.
- Highly sensitive to SOGIE and ethnic diversity.
- Create and promote an environment for open and effective communication within the organization as well as in the project areas.
- Surface conflicts and address them proactively acknowledging different opinions and directing energy towards a mutually acceptable solution.
- Constructive approach to the resolution of problems and dedication to providing timely support.
- Ability to work independently with minimal supervision but also to function effectively as part of a team.

- Strong experience in managing large skill projects funded by EU, UN and USAID will be a good asset.
- A proven track record of working with local partners and local CSOs will be preferred.

### **REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE**

- Myanmar national with excellent written and spoken in Burmese and English. Ethnic language skills are a plus.
- Master's degree in public health, human rights, political science, or social science, or equivalent working experience within human rights, justice and gender equality.
- At least five years of relevant experience in the field of project management, preferably within an international organization or an NGO.
- Experience in conducting training and developing training content is a plus.
- Ability to lead strategic planning, program development and implementation, results-based management and reporting.
- Ability to build strong relationships with internal and external actors.
- In-depth understanding of Human Rights, SOGIE rights, and SOGIE movement in Myanmar.
- Strong commitment to human rights, SOGIE rights, social justice, and gender equality.
- Respect for diversity and sensitivity to other cultures.
- Ability to work well under tight deadlines, excellent interpersonal and communication skills, negotiation skills, networking and coordination skills required.

### **SALARY AND BENEFITS**

Competitive local salary commensurate with experience; basic healthcare coverage; travel costs for field trips covered. Opportunities to engage with local, regional and international human rights advocacy networks. Capacity building and training opportunities will also be offered.

### **HOW TO APPLY**

Interested candidates who meet the above requirements are encouraged to submit their application to [contact@thelingfoundation.org](mailto:contact@thelingfoundation.org) with a cover letter, a comprehensive CV, and three referees (name/title/contact details).

This advertisement will be circulated with internal and external stakeholders, and everyone is encouraged to apply for it. The decision for this recruitment will solely be based on Panel Selection without any bias based on the candidate's performance in both written and personal interviews.

The LinQ Foundation is committed to equal employment opportunity for all on the basis of demonstrated ability and competences, without regard to such matters as race, sex, gender, religion, national and/or ethnic origin, disability, age, sexual orientation, gender identity, political belief, or other status. All the LINQ staff are required to sign and adhere at all times with the LinQ's code of conduct, non-discrimination policy and other human resources policies.

**LGBTQ+ individuals are strongly encouraged to apply.**