

Term of reference

Title: Human Rights Officer / Senior Human Rights Officer*

**Depending on experience.*

Manager: Director

Duration: Full-time. 3-month probation, minimum of 1-year contract, renewable.

Compensation: Officers are compensated between 500-700 USD per month depending on their experience and performance as measured against FEM's "*Staff competency framework and salary policy*". Senior Officers are compensated between 700 and 800 USD per month.

Location: Yangon (currently: South Okkalapa / Tamwe area).

Travel: This role will require travel within Myanmar. Potentially abroad depending on Covid-19.

Background

Free Expression Myanmar is a national NGO founded in May 2017 to defend the right to freedom of expression and information. Free Expression Myanmar focus on advocacy for legal reform, working on Free Speech and the Penal Code, Media Freedom and media laws, Digital Rights, Gender and hate speech, Right to Protest, and Right to Information.

Purpose

The human rights officer / senior human rights officer is responsible for implementing Free Expression Myanmar's projects under the guidance and supervision of the Director. Projects are likely to include covering digital rights.

Responsibilities

- **Reading FEM policies**, reports, and other documents, and those reports of other relevant stakeholders, with the aim of developing personal expertise on FEM's mandate
- **Managing external beneficiaries** with the aim of creating and maintaining high quality substantive relationships
- **Researching the project focus area** with external stakeholders and reports, with the aim of developing FEM expertise and leadership on the subject
- **Writing internal and external reports**, briefs, press releases, and social media on the project focus area, with the aim of informing beneficiaries of FEM's findings
- **Coordinating workshops** on the project focus area, including via meetings, roundtables, and advocacy interventions, with the aim of influencing participants' knowledge, attitudes, and behavior

- **Advocating and campaigning** on the project focus area with beneficiaries, including senior government representatives, the media, and the international community, with the aim of influencing their knowledge, attitudes, and behavior
- **Upkeeping, processing, and managing project finances**, with the aim of ensuring accountability and transparency
- **Developing and conducting monitoring and evaluation** tasks, with the aim of reporting to donors and other supporting stakeholders.

Requirements

- **Proven commitment** to *all* human rights principles in the UDHR.
- **Degree** (in any field) or significant experience working in human rights. For this role a completed degree is not a necessary requirement. However, applicants without (or at an early stage in studying for a degree) must demonstrate commitment to learning, self-study, and self-improvement.
- **Demonstrable experience managing projects** in Myanmar.
- **Proven ability to question, rationalize, and analyse** ideas/opinions (particularly from government etc.). Passion for reading is highly desirable.
- **Good understanding of human rights**. Basic knowledge of freedom of expression and/or digital rights is highly desirable.
- **Proven ability to be flexible** – E.g. shifting from basic paperwork, to attending roundtables, to phoning MPs.
- **Proven ability to communicate** with senior members of government, judiciary, parliament, embassies, media, the UN, and other CSOs. Personal networks with any of these are highly desirable.
- **Basic knowledge of digital tools** including Excel/Sheets, Word/Docs, and email. Knowledge of Powerpoint, social media, encrypted messaging apps, and Photoshop is desirable.
- **Fluency in spoken and written (Unicode) Myanmar**. Good understanding of English is desirable.

How to apply

Please send the following to admin-finance@freeExpressionMyanmar.org addressed to Ma Htet Inzali.

1. CV
2. Cover letter, explaining:
 - a. why you want this particular role
 - b. why you want to work for FEM
 - c. what relevant experience you have.

Any application without these attachments will be rejected. Candidates that get through to short-listing will be contacted. Only successful candidates will be contacted. The closing date is on the advert.