



**Karen Human Rights Group**

Documenting the voices of villagers in rural Burma

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## **Job Vacancy: Programme Support Officer**

**The Programme Support Officer position** is a full-time salaried post based in Thailand. The ideal candidate would be able to begin in late September 2018, and should be prepared to commit at least two years to KHRG. As a locally-led organisation, KHRG continually works to build the skills and confidence of local members of staff to drive forward KHRG's work in all areas. KHRG's Programme Management Team takes primary responsibility for the organisation's project-cycle management, financial management and fundraising/donors management. In recent years, strong progress has been made to strengthen these core processes in a way that has made them more effective, sustainable and locally-led. KHRG seeks a Programme Support Officer to maintain and build on this progress.

The Karen Human Rights Group (KHRG) is an independent community-based organization, established in Karen State in 1992 and operating in southeast Burma/Myanmar. KHRG works with villagers in rural Burma/Myanmar to strengthen their ability to claim their human rights, documenting their human rights situation and conducting local and international advocacy. In 2013, we won the Asia Democracy and Human Rights Award from the Taiwan Foundation for Democracy. More information about us and our work is available online at [www.khrg.org](http://www.khrg.org).

KHRG operates on a consensus basis and the position-holder will largely work as part of a small team, thus team-working skills and participatory approaches are essential. Applicants should also be highly motivated, able to work with little supervision, and should have experience working with local organisations to make effective interventions to improve the lives of local people. A strong commitment to helping rural people claim their human rights is essential.

### **Primary Responsibilities:**

1. **Build the capacity** of local members of KHRG's Programme Management Team to independently develop and oversee particularly the donor & fundraising management processes in addition to project cycle management and financial management.
2. **Support the implementation of team work plans and the monitoring and evaluating process** towards organisational objectives. Ensure strong communication and cooperation between implementing teams and the Programme Management Team. Provide capacity building support related to monitoring & evaluation.

3. **Support effective delivery** of KHRG's programme management activities, including fundraising, financial management, and human resources management; support the Human Resources Officer to recruit, interview and select staff and/or volunteers with appropriate skills for the project activities.
4. **Assist the organisation** to develop and enhance robust internal management systems to maintain professionalism and transparency including policy development.
5. **Support the coordination and facilitation of KHRG's objectives**, strategies and programmes, with specific emphasis on realising KHRG's strategic priorities.
6. **Work closely with the Grant Manager** to identify potential donors, develop solid proposals and accurate reports.

#### **Additional responsibilities:**

1. Participate in management meetings and play an active role in KHRG's inclusive management decision-making process.
2. Assist local staff with tasks that require native-level English language skills, including editing text and interpreting technical language.
3. Attend donor meetings with the Grant Manager and other program team staff when appropriate.
4. Provide technical assistance to the IT Manager in matters related to maintenance and improvement of KHRG's website and IT systems.
5. Provide additional technical support to the programme as required.

#### **Person specification**

##### **Essential**

##### Previous Experience:

1. Significant previous work with a community-based organisation working on grassroots issues.
2. Experience two years using and developing project-cycle management systems including monitoring and evaluation.
3. Two years' experience managing relationships with institutional donors
4. Two years' experience writing proposals and donor reports.
5. Experience in building the skills and confidence of staff within a local organisation.

##### **Skills and abilities**

1. Native (preferable) or fluent as in written and spoken English.
2. Ability to make complex work tasks understandable and accessible.

3. Ability to organise work to meet deadlines whilst delivering capacity building objectives.
4. Comprehensive computer skills including MS office and data security.
5. Strong interpersonal skills and ability to communicate effectively.

### **Knowledge and personal qualities**

1. Commitment to the effectiveness of locally-led human rights work.
2. Motivation, creativity and an ability to recognise underlying systemic issues that contribute to successes and challenges.
3. Appreciation for inclusive decision-making processes and participatory approaches.
4. Understanding of the requirements of donor organisations.
5. Understanding of challenges faced by local organisations in Burma/Myanmar.

### **Desirable**

1. Previous work with a local organisation working on issues in Burma/Myanmar.
2. Knowledge of the current situation in Burma/Myanmar, especially in relation to rural Karen or other ethnic communities.

### **Salary and Benefits**

KHRG offers a competitive local salary. Initial salary will be based on experience and skill level, rising over time commensurate with performance. KHRG has an egalitarian salary structure between local and expatriate staff. The position includes 4 weeks per year of paid vacation leave. Other benefits can be discussed with applicants who are shortlisted for the position.

### **To Apply**

Applications should include a cover letter (max one page) stating why the applicant is interested in the position and their relevant experience along with a detailed CV (max two pages) with at least two references. Referees will not be contacted without notifying the applicant in advance. Please send applications to [applications@khr.org](mailto:applications@khr.org) by **13<sup>th</sup> August, 2018** with the subject line 'Programme Support Officer – Application'. If you have any questions or wish to discuss the position in more detail before applying, you may contact KHRG at [khr@khr.org](mailto:khr@khr.org).