



Karen Human Rights Group

Documenting the voices of villagers in rural Burma

Job Vacancy Announcement Capacity Building Manager (CBM) - Reporting

The Karen Human Rights Group (KHRG) is Karen-led human rights community-based organisation established in Karen State in 1992 and now operating across two states and two divisions in southeast Burma/Myanmar. KHRG works with villagers in rural Burma/Myanmar to strengthen their ability to claim their human rights documents their human rights situation and conducts local and international advocacy. More than 30 years of experience, KHRG has been twice nominated for the Nobel Peace Prize. In 2013, KHRG was the recipient of the Asia Democracy and Human Rights Award. More information about us and our work is available online at www.khrq.org

KHRG is seeking a Capacity Building Manager (CBM) to support its Information Processing and Report-writing Team (IPRT). The ideal candidate would be interested in a 24-month commitment to the organisation. This position is based in Thailand. Candidates are expected to come to Thailand to work from KHRG's office.

Main Responsibilities

- 1. Cooperate with KHRG's IPRT to process raw data information from the field and use it to produce a range of human rights reports for publication. Tasks include:**
 - Editing translated documents from the field.
 - Ensuring reports are being logged, analyzed, edited and published using standardized processes according to translation and censoring policies.
 - Providing feedback to Information Processing Officers (IPOs) and Report-writing Officers (ROs) using written forms, in one-on-one discussions and group writing or report-writing trainings.
 - Cooperating with the Information Processing and Report-writing Coordinator (IPRC) to perform final checks on reports (including advocacy submissions and statements), checking for accuracy, formatting and security.
- 2. Support and develop a process for writing KHRG analytical reports that can be managed by Karen staff with minimal support from foreign staff. Tasks include:**
 - Overseeing the analysis of large quantities of human rights data and establishing templates for writing sections of reports.
 - Guiding a group process for identifying and analyzing human rights themes.
 - Building the capacity of local staff to analyze information and draft portions of the report, and in the use and development of research methods and data analysis tools.
 - Supporting preparation for and participating in KHRG's thematic report launch including by developing talking points, presentation slides and assisting in meetings with stakeholders.
- 3. Strengthen the reporting skills, documentation work and human rights knowledge of KHRG's staff. Tasks include:**
 - Creatively building the capacity of local staff through one-on-one training, group workshops, and the development of other training materials that enhance local staff's

professional skills, including report writing, research and verification skills and knowledge of human rights issues and legislation.

- Developing the analytical skills of local staff, including building the confidence of local staff to write the analytical reports on their own with minimal support from foreign staff.

4. Strengthen the ongoing systematization and standardization of KHRG's reporting processes. Tasks include:

- Regularly reviewing and updating information processing and report-writing manuals and guidelines together with the IPRC.
- Supporting IPRT in refining the team work plan and monitoring and evaluation techniques during KHRG's Strategic Planning Meetings.
- Supporting IPRT in monitoring all objectives and activities (outlined in the work plan) during weekly and monthly monitoring meetings.

5. Support the Human Resources Officer to recruit, train and support new staff

- Recruiting IPRT staff members in collaboration with the Human Resources Officer.
- Providing orientation, training and support to local staff and IPRT Research Fellows to ensure they are completing all responsibilities, and following KHRG report-writing policies, including ensuring understanding of and adherence to KHRG editing and report-writing procedures, as well as KHRG's documentation philosophy.
- Encouraging successful collaboration between local and foreign staff.
- Providing feedback and participating in the performance evaluation process.

Additional Responsibilities

- Participating in team and organization-wide decision-making meetings.
- Providing feedback to the IT Manager regarding KHRG's website.
- Supporting the IPRC in gathering data for donor reporting.
- Participating in reviewing and updating existing KHRG human rights curricula.
- Representing the organization in external meetings as needed.

The above list is not exhaustive. It will be expected that the post holder undertakes any other task as reasonably assigned by the Programme Director.

Essential knowledge, skills and abilities

1. At least three years of proven experience in research, editing and report-writing, preferably in an NGO or human rights context.
2. Degree in international relations, human rights, social studies or a related field.
3. Knowledge about international human rights standards, mechanisms and practices, as well as ongoing debates in the field of human rights on displacement, development, conflict, transitional justice and related issues.
4. Excellent English writing and editing skills, and attention to detail.
5. Experience working with primary data in the context of qualitative research, including the use of qualitative data analysis software, coding and analysis of semi-structured interviews and the development of research tools (including qualitative interview guidelines).
6. Knowledge of research ethics and safeguarding.
7. Experience collecting and analysing human rights data.
8. Exceptional cross-cultural communication skills. Positive attitude, including patience, a willingness to be flexible, to take initiative and use problem-solving skills, and to accept feedback and make adjustments to improve performance. Ability to work independently and in teams in a multicultural working environment.

9. Teaching and facilitation skills, both in a one-on-one or on-the-job context and through organising formal lessons and trainings.
10. Self-motivated, self-disciplined, well-organised, and able to function under pressure, including in meeting deadlines and responding promptly to job-related tasks.
11. Experience in using monitoring and evaluation to improve organisational output.
12. Commitment to working in a capacity-building or support role in line with KHRG's commitment to maintaining a Karen-led organisation.

Desirable knowledge, skills and abilities

1. Experience working/volunteering with a community-based organisation.
2. In-depth knowledge of the human rights situation in Burma/Myanmar.
3. Experience undertaking research in conflict settings.
4. Some knowledge of Karen or Burmese languages.
5. Experience using project management tools and databases.
6. Experience using quantitative and qualitative data analysis software, like HyperResearch.
7. Experience leading a team or collaborating with others to ensure successful project outcomes.

Salary & Benefits

KHRG is a community-based organisation consisting primarily of salaried staff. It operates on a consensus basis with all staff in our office taking part in management decision-making. KHRG has an egalitarian salary system which does not discriminate between local and expatriate staff. Salary raises are subject to performance, length of tenure and management meeting decisions. This is a salaried position and includes 19 days per year of paid vacation leave and health insurance. Other benefits can be discussed with applicants who are shortlisted for the position.

To Apply

Please submit applications by **20th November 2025**. The applicant should be able to begin employment on **2nd January 2026**. Applications for the position should include **a detailed CV (3 pages maximum), a cover letter (1 page), two references, and a relevant unedited writing sample**. The cover letter should describe your experience as it relates to the knowledge, skills and abilities listed above. Please send applications to applications@khrq.org with the subject line: **Application for IPRT Capacity Building Manager 2026**. No calls or email inquiries please. If you experience technical difficulties with your application submission, please email khrq@khrq.org.

Due to the high volume of applications received, only short-listed candidates will receive a response. Short-listed candidates will initially be contacted to answer preliminary questions (including several written exercises) and subsequently may be considered for interview.