

## WE'RE HIRING: PROGRAMME ASSOCIATE-DIGITAL RIGHTS

MCRB is looking for a Programme Associate to support our Digital Rights activities. We are a small motivated team that works on encouraging responsible business conduct throughout Myanmar. We analyze the policy and legal framework and advocate government and Parliament for a framework that protects human rights. We also encourage businesses to conduct human rights due diligence and understand what that means and share the experience. We work with civil society groups and human rights defenders to influence better business practices. We conduct workshops and discussions through Myanmar and bring different stakeholders together to discuss responsible business.

For more information about what we do, see [www.mcrb.org](http://www.mcrb.org)

The Programme Associate will support our Digital Rights Senior Programme Associate working on digital rights issues, focusing on regulatory and policy input, and facilitating stakeholder dialogues and forums with other partner organizations linked to responsible business activity. If you are interested in privacy, access to the internet, data protection, and fake news, this opportunity is for you. Your line manager will guide you with an opportunity to learn and gain experience.

The contract extension is subject to funds availability.

<b>Reporting to:</b>	Senior Programme Associate, Digital Rights
<b>Start date:</b>	asap
<b>Hours:</b>	40 hours per week
<b>Duration:</b>	12 months with possible extension
<b>Location:</b>	Yangon, Myanmar with occasional travel within the country
<b>Salary and Benefits:</b>	Competitive salary based on experience, to be paid in USD. Paid local holidays and contract will be made under the law of Myanmar.

### **Duties and responsibilities will include assisting MCRB's Digital Rights Senior Programme Associate with the following:**

- Monitoring legislative developments, including social media, digital platforms, and support with desktop research;
- Providing oral/written translation of various documents from Burmese to English and vice versa;
- Meeting with Government and Parliamentary officials and interpreting (Myanmar and English);
- Communicating with MCRB stakeholders, businesses, government, etc., and partner organizations;
- Drafting presentations and training materials on digital rights, and to be able to conduct a presentation (if requested);
- Assisting in the organization of the meetings, events, webinars, drafting correspondence, taking meeting minutes, keeping Digital Rights program archive updated;
- Performing other tasks as designated by the line manager and occasionally by the Deputy Director (Policy and Advocacy).

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor degree from any recognized university in ICT (or) law (or) human rights (or) International relations.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualifications research or training relevant to the internship, such as digital rights or IT</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least 2 year working experience. Internship and/or volunteering experience will be considered as part of the working experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Work/ Intern/volunteer experience with IT businesses (or) relevant civil society organization (or) international NGO.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Fluency in Burmese, including Burmese typing skills</li> <li>• Upper Intermediate or Intermediate written and oral English skills</li> <li>• Microsoft Office programs (Word, Excel, PowerPoint)</li> <li>• Knowledge on social media</li> <li>• Data and information management related to social media and e-government</li> <li>• Desktop research and analysis on digital rights</li> <li>• Translation and interpretation</li> </ul>	<ul style="list-style-type: none"> <li>• Public speaking and communication</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• An interest in, and commitment to, responsible business and digital rights</li> <li>• Able to work in a team, as well as proactively and independently</li> <li>• Able to plan, organise and prioritise workload and meet deadlines</li> <li>• Attention to detail and able to maintain a high level of accuracy in preparing and presenting information</li> <li>• Able to maintain confidentiality</li> <li>• Cross-cultural awareness and sensitivity, and able to work with a range of individuals</li> <li>• Willingness to learn new skills</li> </ul>	

## APPLICATION PROCESS

MCRB is an equal opportunities employer and welcomes applications from women, ethnic and religious minorities, and people with disabilities.

**To apply for this role, please email your CV and cover letter to [svetlana.zens@myanmar-responsiblebusiness.org](mailto:svetlana.zens@myanmar-responsiblebusiness.org) by 15 December 2020** (indicating why you should be considered for this post, showing your suitability for this role using the person specification and where you saw the vacancy advertised).

**Please include the names of two referees. References will be sought for shortlisted candidates.**