



JOB DESCRIPTION

Job Title	Advocacy and Research Intern
Reports to	Advocacy and Research Officer
Job location	Mae Sot, Thailand
Salary and Benefits	Commensurate with the needs and experience of the intern
Start Date	1 May 2015
Contract Duration	Three months with possibility of extension dependent on performance

Overview of Burma Partnership

Burma Partnership (BP) is a movement of organizations and individuals that aims to develop a strong broad-based partnership of peoples of the Asia-Pacific advocating and mobilizing a movement for promoting freedom, democracy and human rights in Burma. This movement facilitates strategic linkages; coordinates activities; develops and shares its capacity and resources; channels information resources; and promotes dialogue towards unified approaches.

Job Purpose

To support the Burma Partnership team working closely with the Research and Advocacy Officer. To assist with research and develop written materials in English about pressing political developments in Burma. Assist with disseminating information to local organizations, solidarity groups and international actors.

Duties and Responsibilities

This post will focus on contributing to the BP in researching issues relating to business and human rights in Burma as well as developing advocacy strategies, position papers, and other written materials.

1. Research and develop written materials for BP and partners

- Under the guidance of the Research and Advocacy Officer, work with relevant partners to develop position papers, briefing papers and advocacy strategy, especially in response to rapidly changing situations in Burma
- Contribute to the production of Weekly Highlights, website content, and other written materials as needed
- Proofread and edit press releases, media advisories, reports, briefing papers and other written materials in English language

2. Research background information

- Collate current information regarding the human rights and political

development in Burma

- Maintain up-to-date information on developments in Burma and the region, as well as relevant international news relating to Burma

3. Other tasks as assigned

Qualifications

Essential

- Experience in an advocacy, communications or campaign role in a non-profit organization
- Strong oral communication and written skills in English
- Strong commitment to and basic understanding of issues in Burma
- Strong research and analytical skills
- Ability to work independently and as part of a small team
- Ability to work effectively under pressure and meet deadlines
- Excellent interpersonal skills
- Proven administrative skills and excellent attention to detail
- Proven computer literacy (Microsoft Word, Excel and PowerPoint)
- Ability to communicate with people from different backgrounds and language
- Commitment to Burma Partnership's approach and values

Desirable

- Experience working on campaigns in Burma's democracy movement
- Experience living and/or working in conflict-affected communities
- Language abilities in Thai, Burmese or any ethnic language from Burma a plus

APPLICATION PROCEDURE

Overview

Interested candidates are requested to submit a cover letter, CV, and one reference in English. Only complete applications will be reviewed. We will not be able to notify all applicants unless they are chosen for an interview. Shortlisted candidates will be asked to submit a writing sample. Please email your application to: info@burmapartnership.org by **Thursday, 26 March 2015**.