



Karen Human Rights Group

Documenting the voices of villagers in rural Burma

Job Vacancy: Programme Management Fellow

Application deadline: 24 April 2026 (rolling basis) - Repost

The Karen Human Rights Group (KHRG) is a grassroots, locally led human rights organization established in Karen State in 1992 and now operating across two states and two divisions in Southeast Burma. KHRG works with villagers in rural Burma to strengthen their ability to claim their human rights documents their human rights situation and conducts local and international advocacy. With more than thirty 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.khrg.org

The Karen Human Rights Group is looking for a Programme Management Fellow for **a year** period. We expect the candidate to start working in **May 2026**. This position is based in Thailand. Candidates are expected to come to Thailand to work from KHRG's office. As a locally-led organisation, KHRG continually works to build the skills and confidence of local staff to drive forward KHRG's work in all areas.

KHRG's Programme Management Team takes primary responsibility for the organization's project-cycle management, financial management and fundraising/donors management, human resources management, IT and security data 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 Management Fellow to maintain, support and build on this progress.

A willingness to be guided by locally defined perspectives and priorities at all times is essential in this position. KHRG operates on a consensus basis and places a strong emphasis on teamwork. Applicants with an interest in grant management, M&E, and fundraising should consider applying for this role, in particular if they have an interest in expanding their understanding of human rights issues in Burma and challenging traditional conceptions of human rights.

Main Responsibilities

Fundraising and Grant Management

1. Secure funding from international and local donor organizations in cooperation with other

- staff.
2. Prepare donor reports and funding proposals in cooperation with other staff and search for new funding opportunities for the organization.
 3. Correspond with the Grant Manager to maintain and build relationships with donors by monitoring responses, proactively communicating successes and needs, and ensuring report deadlines are met.
 4. Correspond with the Grant Manager to liaise with project staff to understand project objectives, plans and budgets. Ensure yearly funding proposals are available and up-to-date for each project.
 5. Attend donor meetings in-person in Thailand or online as needed. Take donor meeting minutes and provide an update to all staff during management meetings regarding donor information and any changes that occur during the donor's funding period.

Capacity Building

1. Assist local staff with tasks that require native-level English language skills, including writing, editing text, and interpreting technical language.

Additional Responsibilities

1. Support the Programme Director in the organization of KHRG's bi-annual strategy meetings and in producing KHRG's annual report.
2. Support the M&E team to ensure that an appropriate and functioning Monitoring and Evaluation (M&E) system is in place. Gather relevant information through monitoring activities and address any problems that may arise.
3. Assist the IT manager in external communications.
4. Ad-hoc duties to support other teams.

Requirements

Knowledge and Experience

1. Relevant degree in International Relations, Financial Management or related field.
2. Significant previous work with a community-based organization working on grassroots issues.
3. At least one year of experience using and developing project-cycle management systems, including monitoring and evaluation.
4. Experience writing proposals and donor reports.
5. Understanding of the requirements of donor organizations.
6. Experience in building the skills and confidence of staff within a local organization.
7. Knowledge and experience working in the human rights field.

Essential Skills and Attributes:

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

3. Ability to organize 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.
6. Motivation, creativity and an ability to recognize underlying systemic issues that contribute to successes and challenges.
7. Appreciation for inclusive decision-making processes and participatory approaches.
8. Commitment to the effectiveness of locally-led human rights work.
9. Understanding of challenges faced by local organizations in Burma.
10. Desire to strengthen knowledge of human rights.

Desirable:

1. Previous work with a local organization working on issues in Burma.
2. Knowledge of the current situation in Burma, especially in relation to rural Karen or other ethnic communities.
3. Experience managing relationships with institutional donors.
4. Knowledge of finance and budgeting.

KHRG will help the selected candidate lacking prior knowledge of the situation in Burma to develop their understanding of the local context by providing them with a list of reading materials on the history, culture, politics and human rights.

Salary and support

The Programme Management Fellow will receive a monthly stipend to cover basic living expenses. KHRG will also cover visa costs during the period of work, local transportation, as well as the cost of accommodation for the first seven days after arrival in the job location.

The Programme Management Fellow will benefit from an initial orientation, as well as a pre-arrival guide that includes information to assist the Programme Management Fellow in obtaining a visa, travelling within Thailand, and finding accommodation.

How 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 and their contact information and a relevant writing sample (unedited). Referees will not be contacted without notifying the applicant in advance. Please send applications to applications@khrq.org with the subject line '**Application for Programme Management Fellow 2026**'. No calls or email inquiries, please. If you experience technical difficulties with your application submission, please email khrq@khrq.org.

Only short-listed candidates will be contacted to answer preliminary questions and considered for interview.

