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Shan Women's Action Network

Vacancy Announcement

Position Title:	Information and Documentation Department Coordinator
Duty Station:	Chiang Mai, Thailand, with periodic travel to the Thai-Shan border and Shan State
Report to:	SWAN Coordinator
Start Date:	As soon as possible
Salary:	Grade – 3
Type:	Full-time, contract (renewable annually)
Closing Date:	Until candidate identified

Organization Background

SWAN is an organization of Shan women active in Burma/Myanmar and Thailand working for gender equality and justice for women in the struggle for social and political change in Burma. SWAN was founded on 28 March 1999 and have received international recognition for promoting and protection the rights of women. SWAN is a founding member of the Women's League of Burma (WLB), an umbrella women's organization comprising 13 women's groups from Burma's different ethnic and political backgrounds working towards peaceful, just federal democratic union of Burma.

SWAN's Programs

SWAN has two programs. The Empowerment program trains women to gain skills and knowledge to become influential leaders and to be able to protect their human rights. SWAN's Well-being Program gives basic health education, health service provision in particular for women's health to remote, isolated and conflict-affected regions in Shan State. Under Well-being also the Education project supports several schools along the Thailand- Burma border and provides scholarships for Shan migrant/refugee children and youths to attend secondary schools and universities in Thailand. SWAN is currently operating her program activities in northern Thailand and within the Shan communities in Shan State Burma/Myanmar.

The Information and Documentation Department

The Information and Documentation Department supports SWAN overall strategies. The Department produces awareness raising audio-visual and printed materials on gender equality through SWAN media platforms. It also documents incidents of violence against women and other violations of women's human rights as evidence in order to seek accountability of the perpetrators for their criminal acts.



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Position Summary

SWAN is seeking a dedicated and detail-oriented Information and Documentation (I&D) Coordinator to lead the organization's documentation systems, including SGBV and CRSV documentation, data management, production, and organizational archives. The I&D Coordinator will ensure that information is collected, stored, and managed safely, ethically, and in line with survivor-centered and do-no-harm principles, and will support SWAN's reporting, advocacy, and evidence-based programming.

Core Responsibility

The Information and Documentation (I&D) Department Coordinator is the main contact person responsible for the I&D Department, ensuring the successful management and implementation of the department. The I&D Coordinator will oversee department monitoring and evaluation (M&E), secure suitable department funding by maintaining positive relationships with partners and donors, network with potential partners/donors to identify new sources of funding and contribute to the SWAN Management Team.

Key Responsibilities

1. Strategic Leadership & Departmental Management

- Provide strategic leadership and direction for SWAN's Information and Documentation (I&D) Department, aligned with SWAN's organisational strategy.
- Set clear departmental objectives and work plans that translate SWAN's organisational strategy into the I&D team's day-to-day work, and track progress against these.
- Manage, mentor, and build the I&D team's capacity, including recruitment, supervision, and performance management, ensuring individual and team performance aligns with organisational goals.
- Regularly monitor and evaluate departmental performance, including tracking indicators, addressing gaps, and reporting progress to the SWAN Coordinator and Senior Management Team (SMT).
- Contribute to the SWAN Management Team as the I&D Department's representative on organisation-wide planning, policy, and decision-making.

2. Partnership, Fundraising & Donor Reporting

Partnerships & Fundraising

- Maintain positive relationships with current partners and donors to secure suitable funding for the department.
- Network with potential partners and donors to identify new funding sources for the department.
- Coordinate advocacy and awareness-raising initiatives and represent SWAN in engagement with key stakeholders at local, national, and international levels.



Proposals & Reporting

- Lead or support the development of grant proposals, concept notes, and funding applications related to I&D work, in coordination with the SWAN Coordinator and relevant programs/departments.
- Develop budgets and work plans for I&D-related proposals in line with donor requirements and SWAN's strategic priorities.
- Prepare and submit program quarterly reports for the I&D Department, ensuring accuracy and alignment with SWAN reporting formats.
- Ensure timely and accurate donor reporting related to I&D activities, including narrative and financial inputs, in coordination with relevant programs/departments.
- Track reporting deadlines and donor compliance requirements relevant to I&D-funded projects.

3. Documentation Standards, Data Protection & Ethics

- Set and oversee organisation-wide policies, protocols, and standards for the ethical, safe, and survivor-centred documentation of SGBV, CRSV, and women's human rights violation cases.
- Ensure secure information management and data protection practices in line with SWAN's Security Policy.
- Oversee database and cloud-based information management systems, including data security, access, storage, and maintenance.

4. Capacity Building & Internal Coordination

- Lead training and technical support for field teams and community-based documenters on documentation tools, informed consent, confidentiality, and survivor-centered approaches.
- Provide regular updates to staff on department activities, external communications, and I&D coordination.

Qualifications and Experience:

- Women applicants are encouraged to apply. (Ethnic applicants from Burma/Myanmar are encouraged to apply).
- Bachelor's degree in Information Management, Communications, Journalism, Media Studies, Gender Studies, Human Rights, or a related field. A Master's degree is an advantage.
- At least 3–5 years of experience in documentation, information management, or human rights monitoring, including at least 2–3 years in a management or leadership role.
- Demonstrated experience managing staff and building departmental or team capacity.
- Strong understanding of SGBV/CRSV documentation principles, survivor-centered approaches, and data protection standards.
- Strong strategic, organizational, analytical, and writing skills.
- Experience representing an organization externally, including with donors, partners, or coalition networks.
- Proficiency in Shan and/or Burmese language; working proficiency in English required.
- Experience working with communities in Shan State or along the Thai-Shan border is an advantage.



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- Experience in proposal and report writing.
- Experience in project monitoring and evaluation, including compliance with donor requirements.
- Excellent computer and IT skills, including proficiency in Microsoft Office applications and other relevant digital tools.
- Demonstrated commitment to values of women's equality and women's empowerment.
- Positive attitude, excellent interpersonal, communication and networking skills
- Ability to work effectively as part of a team and deliver quality work under tight deadlines, including under stressful situations.
- Strong practical problem-solving skills and ability to prioritize complex tasks and troubleshoot
- Independent with no influence from any individuals or organizations

How to apply

Interested candidates should submit a cover letter and CV, including contact details of two references to hr@shanwomen.org (Early applications are encouraged, as applications will be reviewed, and the position will be filled once the right candidate is identified. Please indicate "Information and Documentation Department Coordinator" in the subject line.

SWAN is an equal opportunity employer and encourages applications from women, ethnic minorities, and members of the communities SWAN serves. Only shortlisted candidates will be contacted for interview and relevant tests.