



VACANCY- ANNOUNCEMENT

Department: **Programme**
Position: **Partnership Officer**
No. of Post: **1**
Expected Start Date: **as soon as possible**
Location: **Yangon**
Vacancy Posting Date: **12th Apr 2024**
Vacancy Closing Date: **26th Apr 2024**

Background on Acted

Founded in 1993, Acted is an independent international, private, non-partisan and non-profit organization that operates according to principles of strict neutrality, political and religious impartiality, and non-discrimination. Based in Paris, France, Acted now operates in 38 countries worldwide, with 400 international and 6000 national staffs. Acted has a 280 million budget for about 450 projects per year.

As the second largest French NGO, Acted has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. Acted undertakes programs that target the most vulnerable amongst those populations that have suffered from conflict, natural disaster, or socio-economic hardship. Acted's approach also looks beyond the immediate emergency towards opportunities for longer term reconstruction and sustainable development. For more information, please visit our website at <https://www.acted.org/en/countries/myanmar/>

Acted is currently looking for 1 person to fill the position of **Partnership Officer**:

PROJECT DESCRIPTION AND JOB PURPOSE

The REACH team – based in Yangon and Bangkok – is supporting the humanitarian response in Myanmar in 2024 through the implementation of the third Multi-Sector Needs Assessment (MSNA) and other research projects including Humanitarian Situation Monitoring and Third Party Monitoring. Given the challenging context in Myanmar, REACH is continuing to explore new and innovative ways to effectively inform the humanitarian response.

Under the direct supervision of the REACH Partnership Manager based in Bangkok, the Partnership Officer in Yangon is responsible for supporting REACH staff in the execution of all necessary research activities, including administrative and logistical support. The Partnership Officer will assist the Partnership Manager and the Assessment Officer in monitoring partner data collection, coordination activities, and other duties when requested. The Partnership Officer will be based in Acted's Office in Yangon.



Duties and Responsibilities

Context Analysis

- Observing and/or gathering information on the context in the field in order provide the relevant information to REACH team to correct and/or contextualize data
- Regular communication to REACH team of any local administrative guideline[s] or situation[s] that are affecting or may impact data collection efforts by partners in the field

Data Collection

- Contributing to the planning and organization of the activities
- Keeping track of progress and delays of data collection of assigned REACH partners
- Providing support and follow-up on identified challenges during the data collection process
- Ensuring that the cleaning log is filled by the partners timely and that all the data checks are successfully addressed
- Translating relevant documents or information.

Training

- Assisting Partnership Manager in data collection partner training on assessment survey tools and conducting refresher training to partners during data collection as needed
- Processing activity documentation (list of participants, etc.)
- Identifying capacity building needs of partners on an ongoing basis during data collection
- Providing administrative and logistical support to REACH team during the conduct of in-person trainings and other activities that may be conducted in Yangon.

Reporting

- Submission of daily progress reports, highlighting day to day or long-term issues, to ensure the Partnership Manager is updated about the partner activities across all relevant locations
- Reporting directly to the Assessment Officer, whenever requested
- Contributing to lessons learned reports

External Relations

- Building a strong line of communication and coordination with data collection partners
- Maintaining good working relations with data collection partners and other relevant stakeholders. Updating data collection partner focal points about assessment progress and any changes to the plans

Ad Hoc

- Other tasks falling within his/her functions as requested by the Partnership Manager/Team.

Personal Qualifications

- Education: University degree in Statistics, Economics, Sociology, or other relevant fields of study.



- Work experience/Training: At least 1 year of relevant work experience, preferably with in humanitarian or development research, and with first-hand experience in field data collection.
- Coordination: Experience in coordinating with different local organizations, CSOs and agencies, Flexibility and adaptability are essential, as well as the ability to plan, take initiative and organize work independently.
- Software: Experienced and knowledgeable in Open Data Kit / Kobo and android phones (smartphones) or the ability to rapidly master the process; Ability to operate Microsoft Word, Excel and Powerpoint
- Communication: Very good command of Burmese, and good command of English is required. Knowledge of Shan, Rakhine or other Myanmar language is an advantage. Confidently expresses self, able to clearly ask questions and help the data collection partner focal points understand what is needed from her/him.
- Internal and External Relations: With a positive attitude, must be able to work with and respect the different nationalities, ethnicities and backgrounds within the team and with external partners and stakeholders, and maintain a positive working environment.

Submission of application:

Applications shall be in English and include: i) a resume of not more than 3 pages; ii) a cover letter expressing the motivation to work for this specific position; iii) a copy of the university degree; and iv) contact details of 3 references should be submitted to Acted Myanmar Office – No.60, Hlaing Myint Mo Lane 2, Hlaing Township, Yangon, Myanmar.

Email : recruitment.myanmar@acted.org

Applications should be title “**Partnership Officer - Yangon**” and be submitted no later than **26th April 2024 (by 5:00 pm)**.

Only shortlisted candidates will be contacted.