



## VACANCY- ANNOUNCEMENT

Department: **Program**  
Position: **Assessment Officer (Re-announcement)**  
No. of Post: **1**  
Location: **Yangon**  
Duration: 6 months with possible extension  
Vacancy Posting Date: **09 April 2025**  
Vacancy Closing Date: **21 April 2025**

### 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 one qualified person to fill the position of **Assessment Officer**.

### MISSION

The REACH team – based in Yangon and Bangkok – is supporting the humanitarian response in Myanmar through the implementation of yearly Multi-Sector Needs Assessments (MSNA) and other research projects including Rapid Assessments, Third Party Monitoring and Market Monitoring. REACH is continuing to explore new and innovative ways to effectively inform the humanitarian response.

Under the supervision of the REACH Research Manager (Yangon-based), the Assessment Officer will support on the design implementation of assessments, including research design, preparation, data collection, analysis, output drafting, dissemination and evaluation stages. More specifically, the Assessment Officer will be responsible for supporting the design and implementation of research cycles including the Multi-Sector Needs Assessment and the Areas of Concern assessment. In addition, they will support on other assessments implemented in the mission, requiring a solid understanding of the assessment cycle, quantitative methods and results reporting.

### OBJECTIVES

#### 1. **Enhance Research Planning and Execution**

Ensure the effective design, implementation, and monitoring of research cycles by developing robust methodologies, assessment tools, and training materials while maintaining quality and compliance with IMPACT and partner standards.



## 2. **Deliver High-Quality Research Products**

Produce accurate and impactful research outputs, including reports, factsheets, and briefs, that effectively communicate findings to stakeholders and support data-driven decision-making.

## 3. **Strengthen Stakeholder Engagement and Knowledge Sharing**

Foster collaboration with key external partners, facilitate knowledge-sharing processes, and uphold data protection standards to maximise the impact and integrity of research.

### **FUNCTIONS**

#### **1. Research Planning and Implementation**

- Support on the development of research cycle methodology, developing project TORs in line with partners' and IMPACT's requirements and principles;
- Design of assessment tools, jointly with relevant external stakeholders;
- Development of training materials for partners alongside the partnership manager and officer, including translation from English to Myanmar;
- Ensure field testing of tools and sampling to ensure robustness of approach prior to rollout of data collection
- Monitor ongoing data collection, and conduct daily data follow-up to ensure correct implementation in line with agreed TORs;
- Lead data cleaning process with support from data and partnership colleagues;
- Provide support to the data team for quantitative analysis;
- Support in managing logistics, financial, administration and HR processes directly related to REACH, and liaise with ACTED counterparts accordingly.

#### **2. Drafting of Research Products**

- Lead on the drafting of relevant outputs (e.g. factsheets, reports, briefs) for different research cycles according to the designated timeline, and in line with partners requirements and IMPACT's guidelines and quality standards;
- Ensure that products accurately reflect the information collected and that information is conveyed in a way that maximizes their impact in line with their intended use;
- Maintain regular communication with country management and IMPACT HQ on progress and deadlines for written products;
- In collaboration with the Research Manager, support the identification and drafting of complementary analytical products making use of the data collected.



### 3. External Engagement

- Under supervision of the Research Manager, support engagement with relevant external actors including Humanitarian Clusters and Cross-Cutting Issues Working Groups, Area-level Coordination Fora;
- Ensure that relevant partners are consulted and involved at all stages of research cycle: assessment preparation; data collection; data analysis; review of research products; product dissemination; and lessons learned;
- Present research findings to relevant stakeholders in order to enhance their use and impact;

### 4. Knowledge Sharing and Learning Processes

- In coordination with country management, support the monitoring and evaluation, as specified in the research ToRs and in line with IMPACT Guidelines;
- In collaboration with the Research Manager, organize and set up external Lessons Learned discussions with relevant external stakeholders and facilitate internal lessons learned exercises;
- Generate and document robust lessons learned at the end of the Research Cycle;

### 5. Data confidentiality and Protection

- The Assessment Officer will maintain the strictest confidentiality on all data collected and related processes, ensuring full compliance with IMPACT's data protection policy and SOPs.
- They will actively take measures to prevent the unauthorized sharing of any information and data belonging to IMPACT and its partners, or collected during his/her assignment with IMPACT.

## **REQUIRED SKILLS**

- Excellent academic qualifications, preferably including a Master degree in a relevant discipline;
- At least 2 years of relevant work experience, including in humanitarian research or programme implementation in Myanmar;
- Knowledge of the humanitarian coordination architecture in Myanmar would be an asset;
- Proficiency and proven experience with quantitative research methods. Experience in assessments, M&E, field and/or partner-led evaluations an asset;
- Proven experience with handling large volumes of data cleaning is desirable;
- Proven knowledge of Microsoft Office, including Word, Excel and PowerPoint;
- Experience with InDesign a strong asset. Knowledge of R, SPSS and/or STATA or other statistical analysis software are an advantage;
- Knowledge of ODK/Kobo form design is an asset;
- Excellent communication and drafting skills for effective reporting;
- Ability and willingness to work independently and to manage time efficiently to meet deadlines;



- Excellent attention to detail;
- Needs to be flexible and able to support with multiple simultaneous responsibilities
- Fluency (spoken and written) in both English and Burmese are required
- Competency in other languages spoken in Myanmar is an asset

**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](mailto:recruitment.myanmar@acted.org)**

Applications should be title **“Your Name\_ Assessment Officer”** and be submitted no later than **21<sup>st</sup> April 2025 (by 5:00 pm)**. Only shortlisted candidates will be contacted.