

VACANCY- ANNOUNCEMENT

Department: **REACH**
Position: **Partnership Manager (Re-announcement)**
No. of Post: **1**
Location: **Yangon**
Duration: **6 months with possible extension**
Expected Start Date: **As soon as possible**
Vacancy Posting Date: **11 April 2025**
Vacancy Closing Date: **24 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 42 countries worldwide, with 400 international and 6000 national staffs. Acted has a 280 million budget for about 450 projects per year.

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 Assessment, 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 Country Representative (Bangkok-based), the Partnerships Manager will lead the Partnerships Team and contribute to the REACH mission's strategic development as a member of the Senior Management Team. More specifically, the Partnerships Manager will be responsible for the development and furthering of relationships with local partners, development of training material and delivery of trainings, review of assessment methodologies and data collection tools, monitoring of partner data collection, and overall will contribute to the quality of data collected.

Acted is currently looking for one qualified person to fill the position of **Partnership Manager**.

OBJECTIVES

1. To lead the Partnerships team in furthering existing relationships with partners and develop new partnerships across all research cycles implemented by REACH in Myanmar.

2. To contribute to the quality of research activities, through effective communication with partners on methodology, development and implementation of trainings, and monitoring of data collection
3. To improve the relevance of REACH's research activities, by contributing to strategy development, ensuring equitable and long-lasting partnerships, and providing contextual support across all steps of the research cycle.

FUNCTIONS

1. **Context analysis**

- Stay abreast of ongoing developments in Myanmar, and provide weekly context updates to the REACH team;
- Regular communication to REACH team of any contextual developments or local administrative guideline that are affecting or may impact data collection efforts by partners in the field

2. **Partnerships development and engagement**

- Support in the identification of geographic and/or thematic coverage gaps, in coordination with the Assessment team, and lead on the identification of new partners to fill those gaps;
- Accurately convey research methodologies to partners and identify bottlenecks that would hinder their rigorous implementation;
- Discuss and agree with partners on budgeting for different research activities;
- Contribute to the development of sustainable partnerships by echoing the concerns and interests of partners across the REACH team, and identify capacity-building opportunities.

3. **Team management**

- Direct management of two national Partnerships Officers, including recruitment, appraisal and capacity building;
- Day-to-day management of the team, including assignment of tasks, development of work plans and performance indicators;
- Conduct regular check-ins with staff within the team, and promote team building, productivity and staff welfare. Be available to provide regular support and technical backstopping;
- Contribute to the strategy development of the REACH mission in Myanmar, by participating in Senior Management Team activities

4. **Training**

- In collaboration with the Assessment team, lead the development and delivery of remote and in-person trainings for partner focal points, trainers and enumerators, including training schedules, training material and evaluations;

- Relay to the Assessment team issues and feedback provided by partners during training on research methodologies and data collection tools.
- 5. Data collection planning and monitoring**
- In collaboration with the Research Manager, liaise with ACTED's Logistics and Finance teams to ensure timely payments are made to partners;
 - Support the Partnerships team members in monitoring data collection progress across relevant research cycles, identifying delays in data collection completion and communicating with partners on their causes and appropriate mitigating measures;
 - In collaboration with the Assessment and Data teams, support the Partnerships team members in reviewing data quality issues and communicating those issues to data collection partners
- 6. Cross-cutting support to research**
- Support and lead translation efforts across relevant research cycles, including of training materials, data collection tools, data quality feedback, and research findings presentations;
 - Support the review of data collection tools and outputs by providing contextual insights;
 - Contribute to organisation-wide learning by leading lessons learned discussions with partners following each research cycle;
 - On an ad-hoc basis, contribute to research findings dissemination by presenting findings to relevant coordination forums.

TECHNICAL SKILLS

Academic

- Excellent academic qualifications, preferably including a Master degree in a relevant discipline

Prior work experience

- At least 3 years of relevant work experience, including in humanitarian research or programme implementation in Myanmar.
- Prior experience in collaborating with local actors such as national NGOs, community-based and civil society organisations is a strong asset.
- Prior experience in team management is an asset.

Language skills

- Fluency (spoken and written) in both English and Burmese are required
- Competency in other languages spoken in Myanmar is an asset
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Research skills

- Experience with quantitative and qualitative data collection, particularly in overseeing a large (e.g. regional or nationwide) assessment
- Experience with designing and delivering training is required

- Previous experience with mobile data collection (e.g. ODK/Kobo) is a strong asset

Software skills

- Proven knowledge of Microsoft Office, including Word, Excel and PowerPoint
- Knowledge of ODK/Kobo form design is an asset
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Additional skills

- Ability and willingness to work independently and to manage time efficiently to meet deadlines
- Needs to be flexible and able to support with multiple simultaneous responsibilities
- Ability to operate in a cross-cultural environment requiring flexibility

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 with “**Your Name -Partnership Manager**” and be submitted no later than **24 April 2025 (by 5:00 pm).**

Only shortlisted candidates will be contacted.