

Scope of Work

Position Title: COAR Myanmar Country Director

Position Location: Yangon, Myanmar

Timeframe: At will, and as funding allows

Coordinator: COAR Managing Director

Overview: This scope of work (SoW) outlines the Myanmar Country Director with the Center for Operational Analysis and Research (COAR). The Myanmar Country Director will be responsible for developing and managing multiple projects across various clients and donors; ensuring timely, high-quality products built on strong research and analysis foundations; and designing, developing, and implementing work plans in alignment with COAR's organizational values, project-specific budgets, and available resources. The Myanmar Country Director will also engage and liaise with key stakeholders, clients, and donor representatives. Finally, the Myanmar Country Director will be responsible for ensuring COAR's relevance and visibility in the Myanmar response context, in terms of current, upcoming, and potential projects and deliverables.

About COAR: COAR is an independent social enterprise that directly supports practitioners, policy-makers, and donors by facilitating humanitarian and development interventions in complex, fragile, and high-risk environments.

Objectives:

- Within delegated authority, to effectively and efficiently manage COAR's Myanmar portfolio, to include product development and delivery, personnel management, financial control and budget management, and client/donor engagement;
- To ensure product development cycles, research and analysis methods, and key recommendations are in alignment, high-quality, innovative, and adaptive;
- To ensure the continuity and growth of COAR's Myanmar portfolio, in part through the management and engagement with key clients and stakeholders.

Responsibilities:

The COAR Myanmar Country Director will:

- Oversee the preparation of various written outputs, e.g. background papers, analysis, research, policy briefs, correspondence, inputs to publications, presentations and initiatives, and guide the design of research, data collection tools;
- Lead project-specific workstreams related to COAR's Myanmar portfolio by analyzing key policy challenges, identifying NGO/development gaps and information needs, and developing guiding research and analysis to improving strategic and programmatic responses (humanitarian and development);
- Monitor and modify projects to achieve objectives, and ensure that deliverables are relevant, coordinated, and complement peer organizations;
- Identify conflict and policy-level developments, track key issues and trends, coordinate with peer organizations and governments, and guide research plans and activities to ensure value-added

contributions to the response.

- Contribute to the preparation and review of draft reports; review key findings and recommendations; ensure timely submission of high-quality project deliverables to clients;
- Lead project work planning, performance management, and strategic communications;
- Ensure that the work plan and deliverables align with contract requirements, program objectives, and COAR Global Ltd. strategic objectives;
- Provide leadership, management oversight, and assume primary responsibility for all technical and operational aspects of activity implementation;
- Manage the project team, including recruitment and supervision of project/technical and operational personnel in various locations and external short-term experts;
- Ensures effective utilization, supervision and development of personnel; evaluate and mentor personnel and identifies additional human resource requirements;
- Oversee all contractual and budgetary aspects of program management in collaboration with COAR Global Support Unit;
- Oversee finances and cash flow, approve project office expenditures, and ensure that the project complies with COAR Global Ltd. policies;
- Serve as the primary contact of COAR Myanmar on strategic, managerial, and technical matters for local counterparts, private and public sector partners, and other program stakeholders;
- Foster, maintain, and grow collaborative, productive, and effective relationships with a wide variety of stakeholders and implementing partners;
- Lead consultative processes related to specific work streams with relevant stakeholders, including government officials, UN agencies, non-governmental organizations, diplomatic missions, academia, and affected communities;
- Strict adherence to COAR's code of conduct and safeguarding policies at all times;
- Other duties as required.

Qualifications and Experience

The ideal candidate for the COAR Myanmar Country Director will have:

- Master's degree in political science, international affairs, Asian studies, development, public policy, journalism, or related field;
- Seven to ten years of experience developing and managing complex data-based deliverables, to include (but not limited to) data-driven analytical reports within the humanitarian, early recovery, stabilization, development, or related field;
- Five years of experience in project management, to include implementing product development cycles, financial planning and budgeting, and the recruitment and management of multiple teams;
- Demonstrated experience shaping unique research methods and analytical perspectives to provide operational recommendations for response actors in high-risk, complex, and protracted crises;
- Demonstrated experience articulating, implementing, and reviewing strategy, policy, and best practices as related to client needs;
- At least three years of experience liaising, coordinating, and engaging with mid- to high-level stakeholders, to include (but not limited to) donor representatives, political officers, UN personnel, (I)NGOs, think tanks/research centers and other stakeholders;

- Proven experience in quality assurance for data-driven deliverables under, at times, tight deadlines;
- A demonstrated ability and/or willingness to work simultaneously on multiple tasks, under tight deadlines, provide real-time data points and analysis with accuracy under pressure, and off-work hours;
- Strong attention to detail, as well as organizational and communication skills;
- High level of professionalism;
- Commitment to discretion and confidentiality.

To apply for this position, please email your C.V. and a letter of motivation to hr@coar-global.org with **'Myanmar Country Director'** in the subject line.