Scope of Work

Position Title: Myanmar Project Manager
Position Location: Thailand, or Remote
Position LOE: Full Time Position

Overview: This scope of work (SoW) outlines the Myanmar Project Manager position for COAR Global Myanmar. The Myanmar Project Manager will be expected to project manage a large conflict analysis project for COAR Myanmar, with the support of the COAR Myanmar Team, through an understanding of both the Myanmar context, the donor-funded humanitarian and development response in Myanmar, and demonstrated technical expertise in management, analysis, analytical writing, and research production.

Objectives:
- To oversee a sizeable Myanmar conflict analysis program for COAR Myanmar;
- To oversee and/or personally draft and finalise project deliverables in a timely manner, including a suite of periodical (weekly) reports, situation updates, thematic research products, briefings, and ad-hoc requests for information;
- To oversee quantitative and qualitative data analysis deliverables, incident tracking systems, primary and secondary research, and high-quality reporting and analysis that focuses on the following topics: politics, governance, safety, economy, society, regional dynamics, and humanitarian/development dynamics and interventions;
- To work closely and collaboratively with the COAR Myanmar field analysts, subject matter experts, information management team, finance team,
- To support COAR in all other potential project streams as needed.

Activities:
The Myanmar Project Manager will:
- Directly design, draft, produce, and finalise multiple types of analytical products as needed;
- Work with the COAR Myanmar team to distil and synthesise unstructured data to extract salient issues and topics;
- Actively track trends with regard to political, safety, economic, social, and humanitarian developments on the ground in Myanmar, and remain highly well informed of the Myanmar context;
- Task and oversee a team of dedicated analysts, as well as field analysts shared with other COAR Myanmar Project Managers
- Provide briefings to project stakeholders, including INGOs, UN, and donor governments, on a variety of contextual issues relevant to the context in Myanmar;
- Lead research design, oversee data collection, and draft longitudinal and thematic products, in addition to weekly reports;
- Alongside the Country Director, oversee budgeting and budget management for the project;
- Oversee hiring, contracting, and onboarding of new consultants as needed for the functionality of the project;
- Conduct stakeholder management and client relations, for both the project and for COAR Myanmar’s wider portfolio;
• Sit on the COAR Myanmar Senior Management Team and participate in COAR Myanmar strategic planning;
• Work in a committed, professional manner with consistency, integrity, and confidentiality;
• Respond to queries in a timely manner;
• Work in a committed, professional manner with consistency, integrity, and confidentiality.

**Deliverables:**
The Myanmar Project Manager will:

• Produce or oversee the production of all deliverables for the project as required for invoicing the client;
• Produce project concept notes, proposals, and design documents as needed for project renewals;
• Support on other deliverables and projects as needed;

**Qualifications and Experience**
The ideal candidate will have:

• Five to seven years experience in project management for a research institution, think-tank, publication, or NGO. Experience in research, analysis, or programmatic INGOs highly desirable;
• Demonstrated knowledge of the Myanmar context, or related complex crises;
• Demonstrated understanding of donor-funded humanitarian and/or development systems;
• Demonstrated ability and/or willingness to work under tight deadlines, provide real-time data and analysis with accuracy under pressure;
• Curiosity, dedication, and genuine interest in the current situation in Myanmar.

**Skills and competencies (non-exhaustive)**
• Excellent knowledge of technology (laptop, smartphone, tablet);
• Good knowledge of Microsoft Office and/or the Google Suite;
• Ability to complete work at a high standard with tight deadlines;
• Ability to multitask and work on multiple projects simultaneously;
• Excellent knowledge and easy use of social media, news portals;
• Excellent knowledge of research methods, including non-traditional research methods;
• Strong English language skills;
• Ability to speak Burmese or other recognized local languages highly desirable.

**Personal competencies**
• Socially tolerant and open-minded, with strong people skills;
• A strong interest in current events, geopolitics, and local developments;
• High personal and professional integrity;
• Strong work ethic and desire to continuously improve;
• Self-aware and open to constructive criticism;
• Critical-thinker;
• Flexible and able to work autonomously;
• Takes responsibility and personal interest in their work;
• Able to assess personal and professional risks;

**Code of Conduct**
*The Myanmar Project Manager is expected to:*
• Work in a committed manner with consistency, integrity, and discretion;
• Maintain professional confidentiality and discretion over all subject matters and business and personnel;
• Treat all persons with respect and consideration regardless of gender, race, ethnicity, religion, nationality, language, age or marital status.

**Timeframe:** Open Ended  
**Supervisor:** COAR Myanmar Country Director

**Please Email CVs to:** hr@coar-global.org