

RESEARCH MANAGER FOR MYANMAR (YANGON-BASED)

(Reference: 25|MMR|RM02)

BACKGROUND ON IMPACT AND REACH

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative. The IMPACT team comprises specialists in data collection, management and analysis, GIS and remote sensing. IMPACT was launched at the initiative of Acted, an international NGO with headquarters based in Paris and presence in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, which allows IMPACT to benefit from Acted's operational support in its fields of intervention.

We are currently looking for a Research Manager to support our team in Myanmar, based in Yangon, Myanmar.

Department: REACH/PANDA
Position: Research Manager
Contract duration: 6 months
Starting Date: June 2025
Location: Yangon, Myanmar

COUNTRY PROFILE

Myanmar's complex and multi-faceted humanitarian crisis is characterised by armed conflict, inter-communal tensions and vulnerability to natural hazards. The February 1st 2021 military takeover further exacerbated pre-existing vulnerabilities, leading to heightened needs amongst the population, with an estimated 19.9 million people, or a third of the country's population, now estimated to be in humanitarian need. Ongoing clashes continue to trigger displacement with more than 3.5 million people reportedly internally displaced. The 28 March 2025 earthquake has also further exacerbated needs and displacement.

The REACH team – based in both Yangon and Bangkok – has been supporting the humanitarian response in Myanmar since 2022 through the implementation of various assessments, including yearly Multi-Sector Needs Assessments (MSNAs), Joint Market Monitoring Initiative (JMMI), Areas of Concern Assessments (AoC), Post-Distribution Monitoring (PDMs) and other assessments. REACH is continuing to explore new and innovative ways to effectively inform the humanitarian response.

POSITION PROFILE

Under the supervision of the IMPACT Country Representative, the Research Manager oversees the implementation of research cycles under the AAP and Transitional Solutions Unit. The candidate should be comfortable representing IMPACT with donors and be able to coordinate and liaise with a range of senior external partners. This position requires a profile that can be both analytical and managerial, as the Research Manager's job can range from coordinating with external partners (whether data collection partners, humanitarian clusters, or donor) to analytical oversight of research products to logistics.

The Research Manager leads the team to achieve program excellence and ensure the highest level of impact and accountability, while ensuring compliance to IMPACT's guidelines and standards. The role will involve oversight of all activities under the AAP and transitional solutions unit (including PDMs, JMMI and other potential livelihoods and development focussed activities), line management of and project management support to staff in the research team, human resource management, external engagement, response coordination structure, and identification of information management gaps within the humanitarian response. As part of the country's Senior Management Team (SMT), she/he contributes to the development and implementation of IMPACT's country strategy, and promotes organisational vision and core values across the mission.

In their mission, the Research Manager will be hosted by Acted and will fall under the direct responsibility and management of Acted's Country Director and his/her delegates for all Administrative, Security, Logistics and Finance issues. S/he will therefore fully abide by Acted's Security, HR, Administration and Logistics rules and regulations, and, in coordination with Acted, will ensure IMPACT staff in his/her unit abide by them.

RESPONSIBILITIES

The Research Manager responsibilities include the following:

STAFF MANAGEMENT

- Direct management of international and national team members, including recruitment and staff career management;
- Development and implementation of capacity training plans for team members;
- Day-to-day management of team members, including the development of work plans and performance indicators.

PROJECT/RESEARCH CYCLE MANAGEMENT

- Ensure all assessments and analysis are planned and implemented in a structured and coherent manner, in line with relevant project and strategic objectives, and with global reach guidelines;
- Oversee research cycles in their research unit, including reviewing TORs, methodology notes, tools, products and dissemination strategies;
- Ensure the writing and production of timely, accurate and analytically rigorous reports, assessments, and factsheets;
- Ensure relevant stakeholders and partners are engaged in assessment design and planning;
- Monitor output achievement, project expenditure and ensure timely completion of the project;
- Actively advocate for the improving of analysis within IMPACT products, and using common methodologies, tools and analysis frameworks across units where relevant.

GRANTS MANAGEMENT

- Under the guidance of the Country Representative, contribute to managing grants, including initial discussions with donors, conceptualisation of new projects, drafting proposals, regular reporting, and M&E;
- Ensure that contractual obligations are met in terms of programs deliverables.

EXTERNAL ENGAGEMENT

- In coordination with the Country Representative, represent IMPACT with donors, partners, and the wider development community in Myanmar.
- Support the Partnership's team in the identification and management of data collection and analysis partners.

STRATEGY DEVELOPMENT AND IMPLEMENTATION

- Under the guidance of the country representative, develop unit strategies, engagement and involvement with various technical and coordination forums;
- Work with key clusters and partner organizations and working groups to understand the various relevant information gaps within Myanmar and identify how IMPACT will fill these gaps;
- Contribute to the development and implementation of the IMPACT Myanmar country strategy;
- Develop and implement dissemination strategies to strengthen the impact of programmes;
- Engagement with HQ on research and/or coordination and provide support to relevant IMPACT Global Community of Practices (CoPs).

The Research Manager will maintain the strictest confidentiality on all data collected and related processes. 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.

REQUIREMENTS

- ❖ **Years of work experience** At least 4 years of relevant working experience in a humanitarian setting, such as program management, research, evaluation, or assessment.
- ❖ **Research skills** Excellent quantitative and qualitative research design, data collection, and data analysis experience required;
- ❖ **Familiarity with aid system** Good understanding of the aid system and the research community. Prior experience with humanitarian coordination forums preferred; Experience with PANDA, Cash and Markets, Livelihoods and Development-oriented workstreams would be advantageous.
- ❖ **Management experience** Previous experience in a management role of at least three people in a UN/INGO at field level. Proven track record in successful management of both international and national teams in humanitarian contexts;
- ❖ **External engagement skills** Experience engaging with external stakeholders, including donors, UN, and NGOs;
- ❖ **Experience in geographical region** Past experience in the region is desirable, but not required;
- ❖ **Communication/reporting skills** Excellent communication and drafting skills for effective reporting and reviewing;
- ❖ **Cross-cultural work environment** Ability to operate in a cross-cultural environment requiring flexibility and work independently;
- ❖ **Academic qualifications** Excellent academic qualifications, including a master's degree in a relevant discipline;
- ❖ **Software skills** Proven knowledge of the Microsoft Office Suite, to include Word, Excel, and PowerPoint; skills in Adobe Indesign, and data analysis software (e.g. R) are desirable
- ❖ **Language skills** Fluency in English required, competency in Burmese or other Myanmar languages is an asset.

CONDITIONS

- For this position, salary between 3'060 CHF and 3'240 CHF monthly (before income tax), etc as well as a monthly living allowance of 300 USD NB - *IMPACT salaries are strictly determined by our salary grid depending on the grade of the position and the level of education of staff. A location-dependent security and/or isolation adjustment is then applied as a recognition that some staff are required to work in difficult places where living and working conditions are much more difficult than elsewhere.*
- Accommodation and food provided in the guesthouse.
- Enrolment in Swiss private pension fund (Swisslife – approx. 9.975% of staff gross salary), health insurance, life insurance and repatriation assistance.
- Flight tickets every 6 months & visa fees covered (in-country travel costs and professional expenses are fully covered).
- Contribution to the luggage transportation: between 20 and 100 kgs, depending on the length of the contract (+ luggage and personal property insurance)
- Annual leave of 36 days per year. Public holidays of the country of assignment. Family/compassionate leave when applicable.
- Predeparture induction - 3 days at IMPACT Initiatives's HQ in Geneva + one week pre-departure training in ACTED HQ in Paris, including a 4-days in situ security training;
- IMPACT prioritizes the psychological safety of its staff and the health insurance provided covers, among others, up to 1000 € per year of psychosocial counselling fees.