

VACANCY- ANNOUNCEMENT

Department: **Assessment**
Position: **Assessment Officer (LEONA)**
No of Post: **1**
Expected Start Date: **as soon as possible.**
Location: **Yangon**
Vacancy Posting Date: 18th June 2025
Vacancy Closing Date: 1st July 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.

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/>.

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 and livelihoods assessments. REACH is continuing to explore new and innovative ways to effectively inform the humanitarian response.

Under the supervision of the REACH Research Manager or Senior Assessment Officer (Yangon-based), the Assessment Officer will support on the design implementation of assessments focusing on livelihoods including implementation 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 one large, country-wide assessment on livelihoods and employment. As needed, they will support on other assessments implemented in the mission, requiring a solid understanding of the assessment cycle, quantitative methods and results reporting

Acted is currently looking for 1 person to fill the position of **Assessment Officer.**

OBJECTIVES

1. Enhance Research Planning and Execution

Ensure the effective 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. **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.
3. **Deliver High-Quality Research Products**
Produce accurate and impactful research outputs, including reports and presentations that effectively communicate findings to stakeholders and support data-driven decision-making.

FUNCTIONS

1. **Research Planning and Implementation**
 - Review and develop a strong understanding of research cycle methodology, project TORs; and assessment tools;
 - Development of training materials for partners alongside the partnership manager and officer, including translation from English to languages relevant in the Myanmar context;
 - 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;
 - Monitor sampling in line with the proposed plan and support on re-sampling as needed;
 - 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. **External Engagement**
 - Under supervision of the line manager, support engagement with relevant external actors including data collection partners, cross-cutting issues Working Groups, and other relevant 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;
 - Support on presenting research findings to relevant stakeholders in order to enhance their use and impact;
3. **Knowledge Sharing and Learning Processes**
 - In coordination with country management and line management, support the monitoring and evaluation, as specified in the research ToRs and in line with IMPACT guidelines;
 - In collaboration with the line manager, organize and set up 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;
4. **Drafting of Research Products**
 - Support on the drafting of relevant outputs (e.g. report, presentations) 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 line manager, support the identification and drafting of complementary analytical products making use of the data collected.

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

Code of Conduct and PSEA

- **The Assessment Officer is expected to uphold the highest standards of integrity and professionalism, and to adhere strictly to Acted's Code of Conduct, Child Safeguarding Policy, and Protection from Sexual Exploitation and Abuse (PSEA) guidelines. This includes maintaining respectful and non-discriminatory behavior at all times, ensuring the dignity and safety of affected populations, and reporting any suspected misconduct through appropriate channels. The staff member must complete mandatory training on PSEA and actively contribute to a safe, inclusive, and accountable working environment.**

Personal Specifications

TECHNICAL SKILLS

Academic

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

Prior work experience

- 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;

Research skills

- 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;

Software skills

- Proven knowledge of Microsoft Office, including Word, Excel and PowerPoint;
- Experience with InDesign an advantage;
- Knowledge of R, SPSS and/or STATA or other statistical analysis software are an advantage;
- Knowledge of ODK/Kobo form design is an advantage;

Additional skills

- 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

Language skills

- Fluency (spoken and written) in both English and Burmese are required
- Competency in other languages spoken in Myanmar is a strong 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 – No.60, Hlaing Myint Mo Lane 2, Hlaing Township, Yangon.

Email: recruitment.myanmar@acted.org

Applications should be title “**Assessment Officer (LEONA)– Yangon- Your Name**” and be submitted no later than **1 July 2025 (by 5:00 pm)**.

Only shortlisted candidates will be contacted.