



Vacancy Announcement

The Centre for Economic and Social Development (CESD) is a leading think tank in Myanmar supporting evidence-based policy making while dedicating to results-based knowledge sharing and people-centred policy advocacy. The Centre undertakes participatory research studies related to economic reforms, sustainable development, and good governance in Myanmar. It also provides training and education services for key stakeholders, public institutions and private sector organizations contributing to the economic transformation of Myanmar. The Centre implements special projects and provides technical assistance and support services to various government agencies and local institutions while actively engaging in public advocacy and dissemination.

Job Title	:	Research Coordinator
Report to	:	Deputy Director of Research
Number of Positions	:	1
Location	:	Yangon, Myanmar, with potential travel to other areas of the country if needed

Position Overview:

The CESD is currently seeking to recruit an experience Myanmar national for the position of Research Coordinator who will be supporting the Deputy Director of Research in leading and managing several research projects. The Research Coordinator will be working on projects related to a wide variety of thematic areas reflecting the organization's areas of expertise. The Research Coordinator would need to be enthusiastic, team-oriented and capable of handling research activities efficiently and independently in the absence of the Deputy Director of Research.

Key Duties and Responsibilities

The Research Coordinators play an important role in ensuring the effective implementation of CESDs research and capacity development programmes. Key duties and responsibilities include:

- Initiate and undertake desk and field research within the thematic areas of the organization.
- Ensure the quality of own and team's research products to the satisfaction of both organizational and donor standards
- Coordinate the work of Research Associates and other project staff members, ensuring updated work plans and strategic internal communication
- Create and implement project plans including staff management, adhering to project schedules, milestone monitoring and reporting deadlines.
- Support in drafting and management of budgets and monitor spending as required
- Write narrative and financial reports or other outputs as per project requirements
- Liaise with Donors and other stakeholders from the Government, Private Sector, NGOs, etc. to obtain regular inputs/updates and communicate to team accordingly



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- Assess the team's capacity building needs and determine appropriate actions
- Support and participate in researcher recruitment and eventual training (if applicable)
- In collaboration with the Management Team, liaise with current and potential funding partners and participate in proposal development as applicable
- Support and contribute to regular internal and external communication tools which may include drafting op-eds, reports, articles, etc.
- Facilitate trainings for government officials, parliamentarians, civil society and other stakeholders.
- Travel to Naypyidaw as well as other parts of Myanmar (and potential internationally) for communication, trainings and research purposes as applicable
- Other duties as assigned by supervisor

This job description is not exhaustive; it merely outlines the key duties and responsibilities of the post. Any changes to this job description will be made in consultation with the post holder.

Primary Qualifications

- Master's Degree in rural development, international development, political science, development economics or similar.
- 5+ years of experience working within one or more of the relevant thematic areas (rural development, agricultural development, labor market reforms, migration, social protection).
- Well versed in desk and field research (quantitative and qualitative methodologies).
- Expertise in statistical tools such as STATA, SPSS, R, etc with a good understanding of latest research techniques
- Experience with project management, grants administration, and donor relations.
- Good communication skills and ability to build amiable relationships with coworkers.
- Knowledge of Myanmar's political, economic and social landscape.
- Excellent command of written and spoken English and Myanmar.
- Proficiency in other ethnic dialects is appreciated.
- Able to work in a dynamic, fast-paced and multicultural environment.

Interested applicants should apply by sending a cover letter and CV or resume to cesdhringmanager@gmail.com, Centre for Economic and Social Development, No 27. Pyay Road, Hlaing Township, Yangon (behind 6 ½ mile bus stop) by **21st January 2018**. **Only successful applicants will be contacted.**

CESD is an equal opportunity employer. We welcome and encourage applications from women, minorities and under-represented groups.

Application deadline: 21st January 2018