



# Gender Equality Network

Working to improve gender equality in Myanmar

## Research Manager (National Position) — Yangon

### Closing Date

9 September 2018

### Report to

Program Manager,  
Coordination Unit

### Duration

One year appointment,  
with the likelihood of  
an extension based on  
funding and Performance.

### Salary and Benefits

1,300,000 Myanmar Kyats  
+ Medical Allowance +  
Transportation Allowance

### GEN's Background

The **Gender Equality Network (GEN)** is an active inter-agency network of over 150 national and international NGOs, and technical resource persons that promote gender equality and women's rights in Myanmar by presenting evidence, leading on advocacy, and undertaking campaigning and awareness building. A Coordination Unit (CU), assists the network with the development, coordination, administration and implementation of gender and women's rights-related initiatives. A steering committee, comprising of up to eleven members guides, facilitates the effective functioning of the network and takes strategic decisions. **GEN** is a member-driven network that meets on a monthly basis to prioritize initiatives on the basis of emerging issues related to gender and women's rights. Thematic Working Groups carry forward tasks and initiatives.

**The Overall Objective of GEN:** To facilitate the transformation of norms, systems, structures and practices to enable gender equality and gender justice in Myanmar.

**The Key Objectives of GEN:** In order to reach the overall objective, three strategic objectives have been identified by the **GEN** membership.

1. **Gender Equality in Governance and Public Life:** Awareness of the importance of gender equality in governance enhanced and opportunities for women to effectively participate in governance in all sectors increased.
2. **Gender-Based Violence:** Awareness increased, and support provided to stakeholders to implement effective evidence-based mechanisms and strategies to prevent and respond to gender-based violence
3. **GEN Strengthening:** GEN is a dynamic and cohesive network of skilled and confident members who are able to work effectively for gender equality and gender justice.

**Underlying Objective:** Social Practices and Cultural Norms: Discriminatory cultural norms and social practices are changed and gender equal norms and practices are articulated and reinforced

### Job Purpose

Under the direct supervision of Program Manager, the Research Manager will lead the GEN's research team to ensure designing the researches, media monitoring and dissemination the findings innovatively. The research manager will facilitate the capacity building opportunity for the GEN members on research findings. The Research Manager will take lead in coordination and communication with the research consultants, research team, external scholars and the donors principally through GEN working groups. The person will closely work with the Program Team, Operation Team and M & E Team to support GEN's key strategic objectives and its work in Myanmar. It is expected that the Research Manager will engage effectively with a variety of stakeholders, demonstrate considerable initiative and creativity, and will be able to balance her/his time and be a self-starter and be able to fulfill a range of responsibilities.

# Key Responsibilities and Tasks

## 1. Management

- a. Lead the development of research opportunities to relevant to implement the GEN's strategic plan.
- b. Contribute to and encourage an office environment that fosters cooperation, innovation and independent problem solving.
- c. Manage and mentor the research team to ensure timely and effective implementation of GEN's activities

## 2. Research

- a. Coordinate with Coordination Unit staff, the Steering Committee, Technical Specialists, Consultants, Working Group members, external research team, scholars and other key stakeholders to identify research opportunities and ensure a professional and coherent approach to **GEN's** research initiatives.
- b. Lead in developing the research designs by consulting with the **GEN** Research Working Group, Senior Management Team and different stakeholders.
- c. Supervise the Research Coordinator for collection, collation and analysis of data and information, and the interpretation and analysis of results both individually and as part of a research team.
- d. Draft and manage consultant and partner contracts related to **GEN's** research initiatives.
- e. Ensure that the translations of research documents are accurate technically, grammatically and understandably.
- f. Support in policy and advocacy initiatives by providing inputs how to use research findings, be able to produce briefing documents and reports based on research findings in Myanmar and English.
- g. Disseminate research findings and publications through the preparation and facilitation of workshops and other activities to a wide range of audiences in coordination with communications team and other **GEN's** team.
- h. Contribute to **GEN's** print/digital/media resources, files and libraries on external research relevant to the network's key strategic objectives.

## 3. Representation

- a. Contribute to and support the network's public awareness raising events.
  - b. Represent **GEN** at meetings and events and maintain external contacts related to research initiatives.
  - c. Prepare and present research/assessment findings at monthly meetings and seminars.
  - d. Serve as a spoke person for **GEN's** researches, response to media queries on **GEN's** researches and organizing press conferences.
- ### 4. Monitoring and Reporting
- a. Coordinate with the **M & E** team for data collection from the partners.
  - b. Support the **M & E** Coordinator for monitoring the project indicators.
  - c. Take lead in the research related donor and other relevant reporting process.

## Experience and Skills

- A university degree in the social sciences, gender, development or related field.
- A good understanding of gender issues and a commitment to gender equality.
- At least 4 years' experience in research and knowledge of a range of research tools.
- Demonstrated ability to collate and analyse qualitative and quantitative data.
- Ability to speak and write well in Both Myanmar and English.
- Ability to network with multiple stakeholders in a diverse organisational environment.
- Self-motivated and able to independently solve problems.
- Proven computer literacy skills, experience in using MS Office and research applications.
- Proven skills in planning, coordination and information management.
- Highly developed communication and problem-solving skills, and the ability to work independently as well as part of a team.
- Experience working with partners or civil society organizations, preferably involving both national and international organisations.

## Application

Applicants for the above position should submit with an updated CV and a cover letter (degree certificates and other documents are not required at this stage) with the subject line '**Application for Research Manager**' ..... not later than 5 pm on 9th September 2018 to **Nay Zin Oo**, [gen.nayzinoo@gmail.com](mailto:gen.nayzinoo@gmail.com)

**Gender Equality Network provides equal opportunity employer and considers applicants for all positions without regard to race, colour, religion, gender, sexual orientation, age, disability or any other legally protected status. We encourage persons with disabilities, LGBTQI and women to apply.**

## CONTACT

**GEN Office** (Building 1 ,99st Floor, Room (1 A-D), Lamai Condo, Myay Nu Street,Sanchaung Township, Yangon).

[www.genmyanmar.org](http://www.genmyanmar.org)