

VACANCY ANNOUNCEMENT

Job Title	Research Manager
Department	Strategic Information Department
Employment status	Full time
Number of Position	1
Location	Yangon, Myanmar
Travel	Travel to field sites as needed
Reports to	Strategic Information Director
Reporting to this position	Research Coordinator

Community Partners International (CPI) is a U.S. nonprofit organization dedicated to empowering vulnerable communities in Asia to meet their essential health, humanitarian and development needs. Founded by U.S. doctors in 1998, the organization has grown to serve more than one million people each year. Community Partners International focuses on helping communities affected by conflict, violence, and displacement, in remote and hard-to-reach contexts, and marginalized by poverty and exclusion.

CPI is seeking a qualified candidate for the **USAID HIV/TB Agency, Information and Services Activity (HIV/TB AIS) Project**. The AIS project will deliver the leading-edge innovation and differentiated services to achieve accelerated HIV epidemic control and elimination of TB in five high-burden priority areas of Burma: Kachin, Mandalay, Sagaing, Shan, and Yangon.

The AIS project will be implemented by 5-year project plan from 2022 to 2026 by 12 experienced Implementing Partners.

Specific Responsibilities

- Working with the AIS SI Team lead by SI director, the Research Manager will develop the research agenda and concept notes/framework for research and evaluation that includes background, objectives, research questions, methodologies and design, implementation plan and timeline, data collection tools, writing of research and evaluation papers and dissemination plan
- Review the existing research and evaluation plan of AIS, identify the gaps and missing research agenda, prioritize the research/evaluation agenda periodically
- Review work plan of IPs, identify the areas for research and learning proposed by IPs, coordinate IPs to prioritize the agenda on research and evaluation
- Ensure each research and evaluation proposal is reviewed and approved by Ethical Review Committee if needed.
- Communicate to the external technical resources to bring the TA on research methodologies, evaluation methods and information technologies.
- Engage with the AIS program team and IPs and find out the challenges/ information gaps for problem solving and establish the agenda for research and evaluation

- Guide IPs for the development of field level research and evaluation plans and implementation and integrate those plans into AIS MEL plan.
- Training to focal persons (from IPs, CPI, 3rd party focal persons) for data collection, aggregation, data quality assurance and analysis.
- Coordinate the end-to-end data processing of research and evaluations, those includes development of data forms and tools, data collection and data entry, data aggregation, data quality assurance and analysis.
- Ensure every research implementation step follows research protocols and guidelines for quality control.
- Provide strategic information in related to research findings, evaluation and learning results to SI team, senior health authorities, stakeholders and donors for decision making and for the improvement of health policies
- Assist SI team for writing of research findings, evaluation, reports and research papers.
- Ensure the budget plan for research and evaluation plans are well defined before the implementation.
- Organize dissemination meeting and workshops with multiple stakeholders sharing the findings in research and evaluations.
- Support the selection and uploading process of research and evaluation documents to online AIS learning platform
- Provide beneficiary feedback mechanisms to assist the evaluation and give the feedbacks to the program

General Responsibilities

- Supervise and administer the Research Coordinator for his/her performance and quality of works
- Capacity building of AIS and IP staff on research concepts, methodology and implementation.
- Participate in monitoring visits related to the research agenda to implementation sites
- Collect the references, engage with other researcher networks for collaboration and cooperation in research and learning.
- Administer the subordinates to ensure they are working under their specific JDs.
- Feedback to the IPs on the progress of implementation on planned research and evaluation plans.
- Ensure accurate there is a mechanism that can submit the timely information and reports to senior management and SI team.
- English/Burmese translation of documents and communications.
- Conduct other duties as assigned by SI Director

Program Support

- Engage with AIS program team to find out the program needs, challenges and gaps and areas for learning.
- Propose the learning agenda and areas for research in AIS

- Timely information and feedbacks on research findings and recommendations for program improvement to take appropriate actions.

Operations and Administration

- Engage with all SI team activities, SI meeting with IPs and donor/s and national health authorities in future when the restrictions are lifted.
- Coordinate with CPI's Research and Policy unit, and other stakeholders related to research and evaluations
- Maintain good flow of information between all parties involved in the project
- Organized management of files, references and documents related to programs and research.

Essential Skills

- Master's degree in Public Health or similar
- At least three years of experiences in implementation of research, M&E and data validation, data quality assurance & analysis, and HIV/TB program implementation
- Experience utilizing and managing database and information management software
- Demonstrated experience in the design and implementation of qualitative and quantitative M&E methodologies
- Experience coordinating with National Counterparts, local CSOs and local communities for the design and implementation of surveys and other data collection techniques
- Demonstrated familiarity with and understanding of participatory monitoring and evaluation techniques, and of developing and monitoring both output and outcome indicators
- Proficiency in MS Office Applications (Word, PowerPoint, Outlook, Excel, Access)
- Prefer proficiency in Statistical Software (SPSS and/or STATA and/or Epi Info)
- Excellent skills in written and spoken English
- Proven knowledge of Data Management methods and applications
- Proven good report writing skills, ability to present monitoring data and survey finding clearly
- Accurate and good eye for details
- Self-motivated and ability to work independently as well as being part of a team
- Highly organized and able to work to deadlines
- Confident and cooperative, even under pressure

APPLICATION INSTRUCTIONS

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to:

Email: hr.ygn@cpintl.org

- The closing date for application is 17:00pm, **(6-Dec-22, Tuesday)**, Yangon, Myanmar.

- Please clearly mention the Position and Location you are applying for in the email Subject Line.

CPI's Value

- At CPI, we believe that all people have right to live their live free from sexual violence and recognized that there are unequal power dynamics across the organization. CPI does not tolerate discrimination and harassment under any circumstances and will take disciplinary action, which may include dismissal, against any worker who discriminates or harasses any worker. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.
- CPI is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, religion, sex, gender identity, sexual orientation, ethnicity, national origin, age, marital status, or disability.

Note to Candidate

- Candidates are required to declare in advance that should there be any relative or family member currently being employed in CPI. Failure to do so can lead to termination of the employment contract even after successful selection.
- Because of the large volume of applicants, only shortlisted candidates will be contacted.
- Contract and position are contingent upon successful award of the project and final approval by the donor.