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## Scope of Work

**Position Title:** Myanmar Project Manager

**Position Location:** Thailand (Bangkok or Chiang Mai) or Myanmar (Yangon)

**Position Type:** Part Time, with potential to increase

**Timeframe:** At will, and as per availability of funding.

**Coordinator:** Senior Programme Manager, S & SE Asia

Overview: This Scope of Work (SoW) outlines the role of the Myanmar Project Manager for COAR Global. The Myanmar Project Manager will be responsible for the end-to-end management of a portfolio of projects related to research, analysis, monitoring, data collection, and third-party monitoring (TPM), ensuring timely, high-quality, and client-aligned delivery.

The role requires strong project management experience and demonstrated ability to manage complex, multi-stream projects in dynamic and high-risk environments. The Project Manager will be expected to coordinate cross-functional teams, manage workflows and timelines, oversee budgets and deliverables, and ensure effective stakeholder engagement. The position requires familiarity with research and analytical approaches in humanitarian contexts, and the ability to translate analytical outputs into actionable, client-relevant deliverables.

The candidate must demonstrate a strong understanding of the Myanmar context, including political, social, and humanitarian dynamics, as well as a solid grasp of aid architecture and the current humanitarian and development landscape in Myanmar, including donor priorities, operational constraints, and key stakeholders.

About COAR: COAR is an independent social enterprise that directly supports practitioners, policymakers, and donors by facilitating humanitarian and development interventions in complex, fragile, and high-risk environments.

### Objectives

- To lead and coordinate the implementation of one or more concurrent projects, ensuring delivery against scope, timelines, budgets, and quality standards;
- To establish and maintain effective project management systems and workflows, including planning, tracking, risk management, and reporting;
- To oversee the production of project deliverables, ensuring they meet client requirements, internal quality standards, and contractual obligations;

- To coordinate with and support multidisciplinary teams (analysts, field staff, IM, finance, consultants), ensuring clear tasking, accountability, and efficient collaboration;
- To serve as the primary focal point for project stakeholders, including clients, donors, and partners, ensuring clear communication and relationship management;
- To ensure alignment between analytical outputs and project objectives, translating research and data into structured, decision-useful deliverables without necessarily leading their production;
- To support project design, adaptation, and scaling, including contributing to proposals, concept notes, and strategic planning for new or renewed projects;
- To identify risks, constraints, and operational challenges, and proactively implement mitigation strategies to ensure continuity and delivery;
- To ensure compliance with donor requirements, internal policies, and operational standards across all project activities.

### Activities

The Myanmar Project Manager will:

- Develop and manage project workplans, timelines, and tracking systems to ensure delivery across multiple concurrent projects;
- Coordinate cross-functional teams (analysts, field staff, IM, finance, consultants) to ensure clear tasking, efficient workflows, and timely outputs;
- Oversee the production and quality assurance of all project deliverables, ensuring alignment with client requirements and internal standards;
- Serve as one of the primary focal point for clients and stakeholders, managing communications, briefings, and relationships;
- Support budgeting, financial tracking, and resource allocation in coordination with senior management;
- Identify and manage risks, adapting project plans and implementation in response to contextual and operational changes;
- Contribute to project design, proposals, and the development of new or renewed workstreams;
- Maintain strong contextual awareness of Myanmar to ensure project relevance and alignment with the aid landscape;
- Contribute to internal coordination, strategic planning, and continuous improvement of project management practices;
- Uphold professional standards, including integrity, confidentiality, and timely communication.

## Deliverables

The Myanmar Project Manager will:

- Produce or oversee the production of all deliverables for the project as required for invoicing the client;
- Produce project concept notes, proposals, and other documents as needed for project renewals and proposals;
- Support on other deliverables and projects as needed.

## Qualifications and Experience

The ideal candidate will have:

- Five to seven years experience in project management for a research institution, think-tank, publication, or NGO. Experience in research, analysis, or programmatic INGOs highly desirable;
- Demonstrated knowledge of the Myanmar context, or related complex crises;
- Demonstrated understanding of donor-funded humanitarian and/or development systems;
- Demonstrated ability and/or willingness to work under tight deadlines, provide real-time data and analysis with accuracy under pressure;
- Curiosity, dedication, and genuine interest in the current situation in Myanmar.

## Skills and competencies (non-exhaustive)

- Excellent knowledge of technology (laptop, smartphone, tablet);
- Good knowledge of Microsoft Office and/or the Google Suite;
- Ability to complete work at a high standard with tight deadlines;
- Ability to multitask and work on multiple projects simultaneously;
- Excellent knowledge and easy use of social media, news portals;
- Excellent knowledge of research methods, including non-traditional research methods;
- Strong English language skills;
- Ability to speak Burmese or other recognized local languages highly desirable;
- Ability to speak Thai highly desirable.

## Personal competencies

- Socially tolerant and open-minded, with strong people skills;
- A strong interest in current events, geopolitics, and local developments;
- High personal and professional integrity;
- Strong work ethic and desire to continuously improve;

- Self-aware and open to constructive criticism;
- Critical-thinker;
- Flexible and able to work autonomously;
- Takes responsibility and personal interest in their work;
- Able to assess personal and professional risks;

#### Code of Conduct

The Myanmar Project Manager is expected to:

- Work in a committed manner with consistency, integrity, and discretion;
- Maintain professional confidentiality and discretion over all subject matters and business and personnel;
- Treat all persons with respect and consideration regardless of gender, race, ethnicity, religion, nationality, language, age or marital status.

*Applicants should submit their CV and Cover Letter via our website at :*

***<https://hr.coar-global.org/332>***

*Due to a high volume of received applications, only successful candidates will be contacted.*

***All applications will be treated in the strictest confidentiality.***