



Research Officer

Job Title	Research Officer
Report to	Research Director
Start Date	As soon as possible
Contract Duration	Yearly contract (subject to three-month probation)
Salary and Benefits	Based on experience and compatible with local rate
Application Deadline	Open until filled

Overview of Progressive Voice

Progressive Voice (PV) is a cooperative, collaborative, and participatory rights-based policy research and advocacy organization rooted in civil society, maintaining strong networks and relationships with grassroots organizations and community-based organizations throughout Myanmar. It acts as a bridge to the international community and international policymakers by amplifying voices from the ground, and advocates for a rights-based policy narrative.

Job Purpose

PV is seeking a principled and committed human rights professional interested in furthering their experience in research at a local human rights organization. The Research Officer will report to and work under the supervision of the Research Director to analyze data gathered from field research and/or collected by local partners, while leading and/or providing support in drafting reports, briefing papers and other written outputs. The Research Officer will also work closely with the Advocacy Department, in particular with the Advocacy Director, in producing high quality briefs, statements and other tools for advocacy purposes as well as conduct relevant desk research for various outputs. Under the guidance of the Research Director, the Research Officer will play an active role in identifying gaps in data for further research, as well as conceptualizing and designing research projects, including methodologies and preliminary needs assessments. Some travel may be required for research purposes or to take parts in workshops, consultations and other relevant events. Ability to work flexibly with a small, diverse, committed, active and fast-paced team is a must. The candidate must have a strong commitment to human rights issues in Myanmar and ability to demonstrate sensitivity in working with vulnerable, marginalized and disenfranchised communities. The role is open to all candidates who have excellent writing skills in English, regardless of nationality.

Duties and Responsibilities

- Analyze data gathered from field research and local partners including focus groups and interviews using appropriate qualitative techniques to ensure all data is valid, reliable, and accurately portrayed in reports;
- Assist in field research such as interviews, focus group discussions and other relevant methods as well as conduct desk research for various outputs;
- Lead and provide support in drafting reports, briefers, statements and other written outputs;
- Elicit internal and external input comments on draft reports;
- Prepare high quality briefs and other tools for advocacy purposes for the Department Directors and the Executive Director;
- Identify gaps in data for further research;
- Oversee the design layout for English language reports and briefers;
- Oversee the printing process for reports and briefers;
- Contribute to the production of PV's weekly blog or the "Weekly Highlights";
- Assist the Research Director in conceptualizing and designing research projects, including methodologies and preliminary needs assessments;
- Assist the Research Director in preparing and managing budgets;
- Establish and maintain strong relationships with key stakeholders including by organizing meetings and workshops and participating in regional and international networks where PV is a member;
- Participate in coordination meetings with the other departments to plan advocacy;
- Work with the advocacy team as a resource person and attend public and private events as needed;
- Seek out capacity building opportunities for the research team;
- Oversee the work of interns in the Research Department;
- Monitor news and developments; and
- Other tasks as assigned.

Person Specification

<i>Essential</i>
<ul style="list-style-type: none">• Commitment to the approach and values of PV;• Minimum 3 years' experience working in relevant fields, including: law, journalism, human rights, humanitarian or development;• Experience working with local organizations;• Excellent writing and analytical skills in English;• Strong commitment to human rights issues in Myanmar and ability to demonstrate sensitivity in working with vulnerable, marginalized and disenfranchised communities;• Ability to work independently and as part of a team with people from diverse cultural and religious backgrounds, gender and political views;• Ability to work effectively under pressure and meet deadlines on activities that are time-sensitive;• Ability to demonstrate flexibility and cooperation in working with the team and local partners;• Excellent interpersonal skills;• Proven computer literacy (Microsoft Word, Excel & PowerPoint); and• Excellent attention to detail.
<i>Desirable</i>

- Bachelor’s Degree in social sciences, law, human rights, politics or other relevant fields;
- Proficiency in Myanmar language or other ethnic languages in Myanmar would be an advantage;
- Keen understanding of local, regional and international dynamics and sensitivities;
- Experience engaging with policymakers.

Application Procedure

Overview

Interested candidates are requested to submit a cover letter, CV, and two contact details of references in English. Only complete applications will be reviewed. We will not be able to notify all applicants unless they are chosen for an interview. Shortlisted candidates will be asked to submit a writing sample. Please email your application to: info@progressive-voice.org with the subject heading “Application: Research Officer”. Interested applicants are encouraged to apply as soon as possible. Applications will be reviewed on a rolling basis.