



# Swe Tha Har

ဆွေသဟာ လူမှုဖွံ့ဖြိုးရေးအဖွဲ့

Phone: (+95) 9 86 12 781  
Web: www.swethahar.org  
Email: swethaharorganization@gmail.com

## Vacancy Announcement for Monitoring & Evaluation Assistant

**POSITION TITLE** : Monitoring & Evaluation Assistant  
**REPORT TO** : Monitoring & Evaluation Officer  
**LOCATION** : Based in Mandalay (Frequently Travel to Project Area)

### **I. BACKGROUND**

Swe Tha Har (STH), a friendship in English meaning, established in 2004 as a network with youth from different background, belief, and areas and who shared the common interest in building peaceful relationship among and between diverse groups from different ethnicity and faiths. And Swe Tha Har is also an organization which is committed to promote solidarity and harmony among and between different individuals from different religious and ethnic groups in the country. Swe Tha Har Organization (STH) had been engaged in emergency response and rehabilitation programs since cyclone Nargis in 2008. Moreover, STH is an organization which focuses on peacebuilding, youth empowerment, strengthening the capacity of CSOs, community development as well as grant management and partnership with local CSOs.

### **II. THE PURPOSE OF THE POSITION**

To work closely with National M&E Officer to build staff capacity in implementing monitoring and evaluation components with the project/program target area. To support projects in implementing, monitoring and evaluation. To work with field staff and M&E Officer and community groups to develop community-based monitoring system and approaches.

### **III. MAJOR RESPONSIBILITIES**

1. Work with M&E Officer and Field staff to develop participatory Monitoring & Evaluation tools.
2. Facilitate capacity building of operations staffs in planning, monitoring and evaluation activities Individuals and Community Enjoying Peace and Harmony
3. With support from M&E Officer, facilitate Sub-Office to develop quality M&E tools and approaches and ensure that they are agreed to by donors in a timely manner.
4. Lead or participate in internal assessment and evaluation projects.
5. Assist in the development of simple monitoring and evaluation processes and tools appropriate to the context in collaboration with partner and Field staff.





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6. To facilitate learning and reflection to improve M&E implementation in project area and STH.
7. Work closely with M&E Officer, to ensure quality of project documentation, especially reports by reviewing for completeness, accuracy, timeliness, and credibility before submission to donor.
8. Assist in building the capacity of project team to improve the capability of program designing, monitoring and reporting.
9. Actively involved in discussion, learning, sharing and reflection for the organization and project on planning, monitoring and evaluation related topics to improve practices.
10. Work closely with field staff and M&E Officer to develop community-based monitoring approaches with active participation from community leaders and groups. Ensure community groups' capacity in implementing and using the M&E tools and approaches for the project activities and community initiatives.
11. Regularly visit projects to keep up to date with situations in the field, discuss new ideas, and learn from what is happening.
12. Perform other tasks as reasonably requested by National Office M&E Officer.

#### **IV. REQUIREMENTS**

1. Degree in relevant field.
2. At least 1 year experience in related field
3. Must have strong knowledge related to monitoring and evaluation field.
4. Excellent computer proficiency (especially Microsoft Excel) with data entry, data cleaning and analysis for data quality and reporting.
5. Good presentation, facilitation, and coordination skills.
6. Proficiency in English (especially in writing and reading)
7. Proven team working ability.
8. Good communication skills
9. Ability to live and travel in remote locations.
10. Interest & willingness to learn from the community.
11. Commitment to and understanding of Swe Tha Har's aim aims, values, and principles.

#### **V. PSHEA Regulation for Swe Tha Har Organization**

Swe Tha Har Organization has a zero tolerance to Sexual Harassment, Exploitation and Abuse of beneficiaries. Protection from Sexual Harassment, Exploitation and Abuse (PSHEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of





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PSHEA, always (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.

### **VI. WHO CAN APPLY**

Swe Tha Har Organization is an equal opportunity employer. STH does not discriminate individuals regardless of age, religion, ethnicity, gender, or physical appearance. The organization encourages qualified women, LGBTIQ and persons with disabilities to apply for this vacancy.

### **VII. HOW TO APPLY**

Interested and qualified applicants are required to send your Cover Letter and Curriculum Vitae to email: [adminhr@swethahar.org](mailto:adminhr@swethahar.org) by **19<sup>th</sup> May 2024**. Late applications will not be considered.

#### **Swe Tha Har Office (Yangon)**

Email : [adminhr@swethahar.org](mailto:adminhr@swethahar.org)  
Phone : (+95)9 86 127 81, (+95) 9 895596042

Please note that any other documents at this application stage are not required and only short-listed candidates will be individually notified and invited for a test and panel review. Shortlisted candidates will be required to provide at least two professional references.

