

Inclusive Systems Myanmar Limited by Guarantee is registered as an organization, and it is a Social Enterprise of Helvetas Swiss Intercooperation in which operational in 30 developing countries around the world. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner. ISM is active in the following three thematic areas: a. water, food and climate; b. skill, jobs and income and c. voice, inclusion and cohesion. ISM engages in emergency relief, reconstruction, and rehabilitation. Our working approaches prioritize local ownership, multi-stakeholder and equitable partnerships, and downward accountability. We are a gender, culture, race, creed, political and religion neutral unbiased organisation which promotes inclusion, diversity and tolerance, respect and fair treatment for and between employees, partners, contributors and community groups.

Responsible Business Fund Plus (RBF+) is a Matching Grant Fund (2024–2028) under the EU-supported SLING Action, co-funded by the Embassies of Denmark and Switzerland, and implemented by Inclusive Systems Myanmar and Helvetas Myanmar. RBF+ promotes inclusive growth of agrifood MSMEs in local value chains to enhance economic resilience and environmental sustainability, through three key outcomes:

1. Capacity improvement of Companies and Equipment Suppliers, to offer modern Agricultural Inputs, Services and new Technologies
2. Strengthening the capacities of MSMEs providing Agri Inputs to farmers and Agrifood MSMEs processing agricultural output
3. Improved Market Access (Domestic and Export) for Agrifood MSMEs and Farmers through Business Associations and Large Local Retailers / International Importers

Target Groups

- Direct: Agrifood MSMEs that support farmers with productivity, cost-efficiency, or market access.
- Enabling: Tech suppliers, equipment providers, business associations, and large buyers with a commercial stake in sustainable agrifood systems.

Subject to the donor funding of Responsible Business Fund Plus (RBF+), we are currently looking for an enthusiastic, committed, experienced and reliable

M&E Assistant - 1 Position

based in Yangon with frequent travel to project areas.

MAIN TASKS

- Assist the M&E Manager and Officer in the routine monitoring of grantee activities and project interventions across all outcomes.
- Help collect, compile, and organize data (both qualitative and quantitative) from grantees and Grant teams.
- Participate in site visits to verify activities, outputs, and immediate outcomes of funded projects.
- Support in maintaining a digital and physical filing system for M&E tools, reports, and data entries.
- Assist in administering surveys, pre/post-tests, interviews, and focus group discussions under the supervision of the M&E Officer.
- Help ensure gender-sensitive and inclusive data collection practices are followed.
- Assist in the preparation of infographics, data summaries, or charts for internal and donor reporting purposes.
- Provide support in drafting simple progress updates, field visit notes, or data summaries for M&E Manager.
- Enter collected data into spreadsheets, templates, or digital databases as required.
- Ensure accuracy and consistency of data entered, flagging inconsistencies or gaps to the M&E Officer.
- Help track submission status of grantee reports and follow up on pending data with partners.
- Support in proofreading and formatting M&E sections of donor and internal reports.
- Assist in translating and summarizing key findings from Burmese to English or vice versa, as needed.

- Update and maintain project databases to ensure high quality, up-to-date M&E information.
- Assist with note-taking, feedback collection, and documentation during learning and review sessions.
- Coordinate with grantees and team members to ensure timely collection of success stories, photos, or learning case studies.
- Ensure M&E-related communication materials are documented and stored properly.
- Attend team meetings and professional development activities to enhance M&E knowledge.
- Support with ad hoc tasks, printing, scanning, or errands for the M&E unit.

YOUR QUALIFICATIONS

- Bachelor's degree or diploma in Statistics, Economics, Social Science, Agriculture, Development Studies, or a related field.
- No prior experience is required; however, 6 months to 1 year of relevant internship or volunteer experience in a development project, NGO, or local organization is a plus.
- Experience with data entry, community surveys, or administrative support roles.
- Basic training or exposure to Monitoring and Evaluation tools or project management.
- Understanding of Logical Frameworks (Log Frames) or Result Frameworks is a plus.
- Familiarity with gender and social inclusion in data collection is an asset.
- Good communication and interpersonal skills.
- Proficiency in Microsoft Word and Excel (especially for formatting, data entry, and tracking).
- Able to use email, shared folders, and basic internet browsing.
- Experience with KoboToolbox, Google Forms, or other data collection tools is an advantage.
- Ability to take notes or interpret in meetings is a plus.
- Proficient in Burmese (written and spoken).
- Basic to intermediate English, especially reading and writing (must be able to follow instructions, fill forms, and assist with simple email communication).
- Knowledge of ethnic minority language(s) from project areas is an advantage.
- Willingness to travel to field locations.

WE OFFER YOU

A multicultural setting and a flexible and dynamic working environment, which values innovation, initiative and learning.

We look forward to receiving your complete application including **a motivation letter, work certificates and diplomas** by **11 July 2025 at 5:00 pm**. Please note that **three references** are needed for shortlisted candidates. Interviews will be a combination of verbal and practical/technical exercise in English.

Please include the name of the position you are applying for in the subject line of your email.

Please send your electronic application to hr.mmr@helvetas.org.

Visit our website : <https://inclusivesystems.org/> , <https://www.rbfmyanmar.com/>