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VACANCY ANNOUNCEMENT (002/MYS_07/2025)

Job Title	Monitoring and Evaluation (M&E) Officer
Department	Program Department
Employment Status	Full Time
Location	Yangon
Reports to	Program Coordinator
Application Deadline	3-July-2025 (As soon as possible)
Duration	July to Dec 2025 (Possible extension depending on funding availability)

Myanmar Youth Stars (MYS) is a youth-led national network established in 2013 to empower young people from key affected populations (YKAPs) in Myanmar. MYS addresses stigma, discrimination, and service access challenges faced by young people at heightened risk of HIV, including men who have sex with men (MSM), transgender youth, young people who inject drugs (PWID), young sex workers, and youth living with HIV (YPLHIV).

Operating in 28 townships across the country, MYS implements multi-sectoral programs in HIV prevention, sexual and reproductive health and rights (SRHR), mental health, youth empowerment, community-led monitoring, and humanitarian response.

Myanmar Youth Stars Network is currently seeking a motivated, experienced and dedicated candidate for the position of **Monitoring and Evaluation (M&E) Officer**.

Position Summary

The M&E Officer is responsible for leading and coordinating Monitoring, Evaluation, Accountability, and Learning (MEAL) functions across all MYS projects and thematic areas, including but not limited to HIV prevention, SRHR, mental health, and emergency response. This role ensures that all program activities are effectively monitored, evaluated, and continuously improved based on evidence, and that data reporting meets both internal standards and donor requirements.



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Key Responsibilities

Monitoring and Evaluation Systems

- Design, update, and implement M&E frameworks and tools for all ongoing projects in coordination with program teams.
- Ensure alignment of M&E systems with each project's logframe, objectives, and donor indicators.
- Develop and manage data collection systems for quantitative and qualitative program data.

Data Collection, Quality, and Reporting

- Lead regular field monitoring visits to assess implementation progress and data quality.
- Consolidate and analyze project data for monthly, quarterly, and annual donor reporting.
- Ensure data accuracy, timeliness, and confidentiality across all project databases.
- Produce dashboards, presentations, and visual summaries for internal use and external sharing.

Capacity Building and Technical Support

- Build M&E capacity of staff, peer educators, and local partners through training and mentoring.
- Provide ongoing coaching to project teams on data collection, verification, and reporting processes.

Learning and Accountability

- Facilitate routine learning reviews and after-action reviews to inform program improvement.
- Document best practices, lessons learned, and success stories for organizational learning.
- Coordinate feedback and accountability mechanisms (e.g., community feedback sessions, hotlines) across projects.

Field Team Coordination and Data Quality Assurance

- Collaborate actively with Program Officers, Peer Educators, and Field Implementation Teams across all project locations to strengthen the quality and reliability of program data.
- Provide hands-on guidance during routine and event-based data collection processes.
- Ensure that all team members understand and correctly use M&E tools, formats, and indicator definitions.
- Review raw data submitted by field teams for errors, inconsistencies, and incomplete entries, and provide timely feedback for corrections.
- Conduct periodic field visits and on-the-job coaching to observe data collection practices, verify data against source documents, and reinforce quality standards.
- Coordinate regular data review meetings with program staff to cross-check reported results, discuss challenges, and jointly validate figures across projects.
- Support Peer Educators in understanding the importance of accurate data and integrating M&E practices into their outreach, referrals, and activity tracking.
- Promote a culture of data accountability and learning, where field teams actively participate in improving M&E practices based on feedback and reflection.



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Cross-functional Coordination

- Work closely with project coordinators, finance, communications, and senior management to ensure integrated planning and reporting.
- Represent MYS in M&E-related donor meetings, stakeholder forums, and evaluations as needed.

Qualifications and Requirements

- Bachelor's degree in Public Health, Social Sciences, Development Studies, Statistics, or a related field (Master's preferred).
- At least 3 years of relevant experience in M&E roles within NGOs or donor-funded projects.
- Experience managing M&E systems across diverse sectors such as HIV, SRHR, youth empowerment, and humanitarian aid.
- Strong skills in data collection, analysis, visualization, and reporting.
- Proficiency in digital data tools (e.g., KoboToolbox, Excel, Power BI, or DHIS2; SPSS is a plus).
- Good understanding of participatory M&E and community-based approaches.
- Excellent written and verbal communication skills in both Myanmar and English.
- Ability to travel to field sites when necessary and work with diverse youth and community partners.

Submission of Applications

Qualified candidates should submit an Cover Letter (maximum 1 pages), A detailed Curriculum Vitae, and two/three referees to myanmar youthstars.mys.mm@gmail.com, **not later than 3 July 2025**.

Your application letter should include:

- Reason for interest in the position
- Relevant experience
- Your salary expectation

MYS is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of actual or perceived race, religion, color, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status, personal appearance.

**Due to high volume of applications, only short-listed candidates will be invited for personal interviews.*