



Position title: M&E Officer

Location: Based in Yangon, Myanmar

Report to: Deputy Program Manager and Program Officers

Organization Background: Health Poverty Action was founded in 1984 and is an international NGO working on health and its social determinants with headquarters in London. Our vision is a world which the poorest and most marginalized enjoy their right to health. We work with some of the poorest and most marginalized communities in Africa, Asia and Latin America, often in very difficult environments and fragile states. Our work in Myanmar mainly includes maternal and child health care, expanded programme of immunization, community health education, prevention and treatment of infectious diseases, WASH and humanitarian assistance etc.

Job descriptions: Under the overall supervision of Deputy Program Manager, the direct supervision of the EAPO Program Officer and in accordance with HPA policies, procedures and practices, the M&E officer will be responsible for:

Monitoring & Evaluation of programs

1. Support in the design and definition of project level M&E process, related data requirements for quality and outcome measurement.
2. Definition of data requirements and technology tools for data collection
3. Support development and adaptation of monitoring and evaluation SOPs, data collection tools and reports in line with specific project requirements.
4. Ensure alignment of M&E activities with project objectives and development of monthly, quarterly and annual M&E workplan.
5. Perform data quality management strategy and routine data quality assurance of assigned projects.
6. Support monthly Key Performance Indicator (KPI) analysis and use of data for adaptive management for assigned projects.

Learning

1. Working with project teams, ensure learning properly accompanies project activities throughout the project cycle.
2. Support survey, evaluations, and other learning initiatives, including development of learning agendas, identification and documentation of Lesson Learned, after activities reviews, project monitoring and final evaluations.
3. Assist in the preparation of case studies and promising practices.

Reporting

1. Support Program Officers and Deputy Program Manager in the preparation of monthly, quarterly, and/or annual activities reports and verifications of reported data.
2. Ensure timely documentation of M&E activities is completed, reviewed, and submitted in line with project and donor requirements.

Coordination and Collaboration

1. Provide the first level support for both M&E and technology issues with HPA program officers and technical Officers for better outcomes of program management
2. Build capacity of field staffs and partners staff to ensure M&E activities are implemented per guidelines and standards, including use of technology tools used in the management of the project, digital data collection tools and data analysis and quality assurance procedures.

Other reasonable tasks assigned by the line supervisor/ manager.

Qualifications and experiences:

1. Bachelor degree in Statics, Social economics, information technology, computer science or any other relevant field in M&E.
2. At least 2-3 years' experience working in an NGO setting preferably in humanitarian and livelihood programs.
3. Practical experience in use of data analysis and visualization tools like EXCEL, STATA, SPSS, power BI, and reporting and case study writing capacity.
4. Experience in research and surveys- design of tools, data collection, data processing and analysis.
5. A minimum 3 years experiences in the similar positions in M&E is a plus.

Benefit package

- 1) Pension, medical insurance, hardship allowance and other allowances as per organization policy
- 2) 15 days of annual leave
- 3) Accident insurance

PSEA Clause

HPA has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (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.

Notice Deadline: April 30th, 2024

If you are interested, please send your resume (with a photo attached) to hr.hpaygn@gmail.com. Please refer to the position applied in the email subject. Only shortlisted candidates will be interviewed. HPA will not inform those who are not invited for interview.