

Save the Children is the world's leading independent organisation for children. It is a dual mandate organization and focuses on development and emergency response. We are currently working in 120 countries around the world touching the lives of 125 million children. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children has been working in Myanmar since 1995. Our programmes include Maternal and Child Health, Nutrition, HIV/AIDS, WASH, Education, Food Security and Livelihoods, Child Protection and Child Rights Governance and Humanitarian Responses in across the country.

Save the Children offers attractive salary including non-salary benefits which consists of paid medical benefits, various leave benefits, accident insurance, severance and other allowances.

We are currently inviting motivated and talented individuals to apply for **Senior Monitoring & Evaluation Coordinator** position based in Yangon, Head office. Please see the following detailed information.

SAVE THE CHILDREN INTERNATIONAL
VACANCY ANNOUNCEMENT
(FOR MYANMAR NATIONAL ONLY)
ROLE PROFILE

TITLE: Senior Monitoring & Evaluation Coordinator	
TEAM/PROGRAMME: GFATM-PR	LOCATION: Yangon, Head Office
Number of Position: 1 GRADE: NAT- 3	CONTRACT LENGTH: Fixed Term
CHILD SAFEGUARDING: Level 2: <i>either</i> the post holder will have access to personal data about children and/or young people as part of their work; <i>or</i> the post holder will be working in a 'regulated' position (accountant, barrister, solicitor, legal executive); therefore a criminal record self-declaration will be required(at 'standard' level in the UK or equivalent in other countries).	
ROLE PURPOSE: The Senior M&E Coordinator will be based in Yangon and work within the Principal Recipient-Global Fund against AIDS, Tuberculosis and Malaria (PR-GFATM) program implementation team. She/he will closely monitor and assess the programs implemented by NGOs (Sub-Recipients or SRs) receiving funds from GF for HIV, tuberculosis (TB) and malaria programs.	
SCOPE OF ROLE: Reports to: M&E Manager Budget Responsibilities: No financial approval Role Dimensions: Negotiation and representation with senior level representatives from partner organizations	

KEY AREAS OF ACCOUNTABILITY :**Monitoring and Evaluation:**

- Undertake visits to sub-recipients (SRs) in order to monitor their performance at national level and at field level. Identify and report issues and challenges. This includes Routine Data Quality Assessments and, in collaboration with Senior Program Coordinators, assessment of the quality of services.
- Verify that programmatic data submitted every semester by SRs is accurate, complete and that explanations given are sound. This includes desk and field reviews of supportive documents.
- Receive, review and integrate periodic programmatic reports into a single PR report to be submitted to the GFATM.
- Ensure that supporting documents for indicators are available for verification.
- Analyze, in coordination with the Senior M&E Manager, the data collected from SRs and identify potential issues in program implementation or in data reporting.
- Follow-up closely on data issues identified during audits or monitoring visits carried out by GFATM or the Local Funding Agent (LFA).
- Participate in the development of program and M&E tools (e.g. data collection forms, databases, supervision checklists).
- Participate in program data and implementation review meetings with SRs, GFATM and LFAs.
- In coordination with the M&E and program team members, facilitate in the implementation of eHealth initiatives.
- Facilitate and monitor reporting of partner organizations to the national programs.

Capacity Building:

- Assist in assessing SR's gaps in program implementation or/and in M&E.
- Support capacity development of SRs, including facilitating or conduct training for partners/SRs.
- Provide SRs with ad hoc clarification on indicators, targets and reporting modalities.
- Provide inputs to strengthen the M&E systems of SRs and ensure that the M&E systems have measures to ensure data quality.

Program Coordination:

- Facilitate and lead, as necessary, periodic coordination meetings with SRs to update progress, share field experience, opportunities and constraints as requested and required.
- Continually assess situation within the program areas and work in collaboration with other team members/SRs to ensure that the program is designed appropriately to meet the needs of the target beneficiaries and implemented in accordance with GFATM and national guidelines.
- Provide inputs to and implement internal monitoring and compliance systems.

Technical Assistance:

- Provide feedback and technical assistance to SRs for effective implementation and quality outputs.
- Provide technical back up to ensure that programs are aligned with national and international guidelines.
- Assist SRs in analysing their performances, identifying bottlenecks, potential issues and possible options to overcome challenges.

General:

- Work in collaboration with other relevant sector/staff of Save the Children to ensure optimum team cohesiveness and coordination of project activities.
- Work in collaboration with UNOPS-PR, Access to Health Fund, UNAIDS, other UN agencies and national programmes to make sure all program and M&E tools and procedures are aligned and consistent.



- Produce necessary reports, presentations, publications and other materials.

Child Safeguarding Responsibilities:

- To ensure full understanding of the provisions of the Child Safeguarding Policy, the Code of Conduct, and Local/Country Procedures.
- Conduct following the rules of the Child Safeguarding Policy, in both personal and professional lives – which includes reporting suspicions of child abuse.
- Promote the message of child safeguarding to colleagues in other organizations and government ministries, children in their own and beneficiary families, and community members in general.
- Be vigilant about observing possible child abuse/harm in both personal and professional lives.

BEHAVIOURS (Values in Practice)**Accountability:**

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity
- Always acts in the best interests of children

QUALIFICATIONS

- Bachelor Degree in medicine, public health or related field required. Master's Degree or post-graduate diploma in public health or epidemiology a plus.

EXPERIENCE AND SKILLS:**Essential**

- At least 4 - 5 years' experience in public health projects.
- Operational command of English and Burmese languages.
- Proficiency in using Microsoft Office.
- Organisational skills including time management and ability to meet deadlines and work under pressure.
- Willingness to travel to field sites and work in difficult environment according to travel requirements.
- Ability to work collaboratively with colleagues across the organisation developing effective working relationships to deliver outstanding results for children.
- Commitment to and understanding of Save the Children's aims, values and principles.

- Willingness and capability to comply with all relevant Save the Children policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies, including the Child Safeguarding Policy.

Desirable

- Monitoring and evaluation experience.
- Operational or academic knowledge of HIV, TB, malaria and/or COVID-19.
- Knowledge and ability to use DHIS2, Power BI and/or other data management and analysis software

Communication and Technical Skills

- Strong English communication skills, both written and verbal
- Excellent personal organisational skills, including time management, and ability to meet deadlines and work under pressure
- Willingness to travel to field offices and work in difficult environment according to travel requirements

General:

- Ability to work collaboratively with colleagues across the organisation developing effective working relationships to deliver outstanding results for children
- Commitment to and understanding of Save the Children's aims, values and principles.
- Willingness and capability to comply with all relevant Save the Children policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies, including the Child Safeguarding Policy.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All staff has an obligation and a responsibility to:

- Ensure they fully understand the provisions of the Child Safeguarding Policy, the Code of Conduct and Local/Country Procedures.
- Conduct themselves in accordance with the rules of the Child Safeguarding Policy, in their personal and professional lives – which includes reporting suspicions of child abuse.
- Ensure the way they are carrying out their work is not putting children at risk (or further risk) – this means constantly scrutinizing their work through a child safeguarding lens and talking to children about possible design/implementation “flaws”.
- Promote the message of child safeguarding to colleagues in other organizations and government ministries, children in their own and beneficiary families, and community members in general.
- Be vigilant about observing possible child abuse/harm in their personal and professional lives.

All managers have the above responsibilities as well as ensuring

- Their staff are doing the above.

- That child safeguarding is integrated and given a “voice” in all management processes including recruitment, induction, performance management, team meetings, annual planning processes, field level monitoring, etc.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Interested and qualified candidates are invited to apply an Application Letter and Curriculum Vitae to the link below:

To apply: [Click Here](#)

Closing Date: 26 April 2024 (Friday)

User Guide for Applicants at SCI: [Click Here](#)

Candidates are also requested to mention in the applications if there is, blood/marriage relationships with the existing Save the Children employees. No requirement of photo or copy of certificates and only short-listed candidates will be contacted.

Remark: For those who failed to mention or incorrectly mention the apply position title, Programme/Sector name and location in their applications, we will consider those as disqualify and we will not consider for short list.