



**Myanmar Health Assistant Association
Vacancy Announcement
(VA- 046/2024 MHA A-HR)**

Position Title	Township Monitoring and Evaluation Coordinator
No of post	1 Post
Department/Project	Integrated Health and Nutrition Project
Location	Magway Township, Magway Region.
Report to	Project Officer
Grade	C2
Application Deadline	6 May 2024 (ASAP)

Myanmar Health Assistant Association (MHA A) is organized with Health Assistants and is a national association of public health professionals devoting towards accessible and equitable quality public health services through health promotion, prevention and control of diseases. MHA A stands as a united, independent organization earning public trust and international recognition. MHA A works in Myanmar to execute health programs that focus on strengthening and enhancing community access to coordinated, effective, and comprehensive health care services. MHA A is actively implementing programs in 89 townships of Myanmar in the areas of disease control, RMNCHN, WASH and emergency response. Accountability, respect for human dignity, empathy, non-discrimination, integrity, and professionalism are among the MHA A's core values. Please visit www.myanmarhaa.org to learn more about the MHA A.

Position Summary

Under the direct supervision of Project Officer and Senior M&E Officer (Technical Supervisor), Township M&E Coordinator has overall responsibility for the successfully management and implementation of monitoring and evaluation activities of Health and Nutrition Project.

Specific Duties and Responsibilities

Project Implementation

- ❖ Assist in the development and implementation of M&E related tools.
- ❖ Review, analyze project results, compare with project objectives, expected results and all related indicators required for program improvement and sharing finding reports, presentations, as needed
- ❖ Responsible for data maintenance and updating database in timely basis
- ❖ Perform Data entry, Data cleaning, Data Combination, Data Compilation, Data Validation, and Data Verification from all field sites
- ❖ Systematically keep all health data soft files under the supervision of Project Manager and Senior M&E Officer
- ❖ Assist technical inputs for M&E related training and share M&E aspects in regular coordination meeting
- ❖ Perform programmatic monitoring for project activities and services provided by MHAA, including field visit to project sites as plan
- ❖ Represent as a focal person in field level for M&E related dealing with stakeholders
- ❖ Work closely with other colleagues on the team as necessary
- ❖ Carry out any addition tasks within the project framework assigned by supervisor.

Skill and Requirement

- ❖ Bachelor degree in related field (preferably Health related degree or Statistics).
- ❖ At least one year proven experience in implementing of M&E tools and methodologies, preferable nutrition related experience.
- ❖ Strong knowledge and proven experience of using Excel, Power BI
- ❖ Knowledge and/or experience of other data management and statistical software (Google Looker Studio, DHIS-II, KOBO Toolbox, SPSS, etc.)
- ❖ Ability to work under stressful conditions and Ability to work under stressful conditions and flexible to work overtime and adapt to different situations as required.
- ❖ Commitment to and understanding of MHAA's Goals, values and principles.
- ❖ Respect and regard Myanmar Health Assistant Association (MHAA) Policy.

Application Instruction

Candidates should submit their application, including their curriculum vitae and application letter, in one attached file (either Word or PDF file), to the Myanmar Health Assistant Association at hr.recruitment@myanmarhaa.org, quoting " **Township Monitoring and Evaluation Coordinator VA-046/2024 MHAA-HR**" and referring clearly to the vacancy announcement number and location as advertised in the subject line. The deadline for applying is **May 6, 2024** Myanmar time.

- **Application will not be successful if applied position is not mentioned correctly.**
- **Only short-listed candidates will be contacted for interview. Telephone query will not be answered.**
- **Application received after the closing date and time will not be considered.**

HR Unit

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MHAA is an equal opportunity employer. We welcome applications from all qualified candidates, regardless of race, ethnic origin, religion, age, gender, sexual orientation, or disability. MHAA has a zero-tolerance policy on fraud and corruption, sexual exploitation, harassment, and abuse, and expects the commitment of its employees to the MHAA Code of Conduct including child protection.