



SHWE KYUN THAR Network

Office: # (66), Ward (7), Bogyoke Aung San Street, Chaungzon Township, Mon State,
Myanmar. (sktcz.mon@gmail.com, skt.humanresource@gmail.com)
09- 784810030, 09-785216993

Vacancy Announcement

(Local candidates only)

SHWE KYUN THAR (SKT) is a Non-Profit organization in Mon State, Myanmar and found since 2013. The SKT mainly focuses on Child Rights Governance and community development such as promotion of UNCRC, Child Rights Law, social accountabilities, Livelihood and other related activities which is involving children and community members in decision making process in their respective local and regional areas.

SHWE KYUN THAR invites qualified applicants for the following.

Post Title	MEAL Assistance, Grade -E1
Number of Posts	(1) Person
Duty Station	Chaungzon and frequent travel to sub office and field
Starting Date	As Soon as Possible
Reporting to	Project Officer

GENERAL ASSIGNMENT: MEAL assistance needs to facilitate the Meal process for the project and support in the development, implementation of project activities and communicate with the communities and field staff donor meal focal, Program staff to achieve the result frame work.

Specific Job Responsibilities

MEAL Tool Development and Data Management

- Develop/ adopt an integrated database of project and ensure accountability through regular data updates, data integrity and working in collaboration with the data processors and partner agencies.
- Review existing data collection tools for Project.
- Incorporate field and technical team feedback to ensure the continuous improvement of data management systems within partner and support to donor agencies.

Monitoring and Reporting

- Maintain and update the overall **project** indicator tracker based on submissions to PO
- Work closely with the PM and partner agencies to ensure that feedback to donor agencies implementing the project is within time.
- Develop M&E plans for projects and proposals and ensure the same is followed up during implementation;
- Carry out data quality assessments/audits regularly for MEAL data based on agreed indicators to guide decision making
- Review monthly progress reports and ensure they have evidence to back-up and provide feedback to the respective staff
- Collate/prepare regional reports related to internal reporting such as the quarterly and annual reports
- Assist in the development of TOR for external surveys and consultant recruitments/ selection
- Coordinate the review all survey reports prepared to ensure quality and accurate reporting.



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Learning, Accountability and Capacity Building

- Conduct project monitoring of implementation and post implementation monitoring that meet laid down standards on a regular basis
- Provide relevant evidence for learning from projects
- Share learning and provide constructive comments to colleagues in order to ensure programme quality
- Ensure Sex, Age, Disability Disaggregated Data (SADD), Accountability and Gender standards are consistently adhered in project delivery
- Build capacity of staff through training to ensure adoption of new data monitoring tools and quality of data collected
- Keep abreast of new approaches and tools on M&E, and provide training to **project** staff as requested.

Personal Information

- Bachelor's Degree in Statistics, Economics, Monitoring & Evaluation, Demography, Population Studies;
- Demonstrated experience in data processing and management of large-scale surveys;
- Demonstrated experience of statistical packages and/ or data analysis and advanced computer skills (word-processing, spread sheets, and databases) are a must;
- At least 2 years' direct experience in a position of monitoring and evaluation of large-scale projects;
- Strong experience in conducting a research study including the entire evaluation cycle, from design and formulation to implementation, analysis and presentation of results and recommendations;
- Good oral and written communication skills both in English; Local language is value added
- Must be result focused and be able to work under pressure and tight deadlines;
- Excellent interpersonal skills and the ability to work well within a multi-cultural team environment;
- Strong analytical skills;

TERMS AND CONDITIONS:

Salary: Competitive Salary + Other Benefit

Hours: 40 hours per week

Contract length: Three Month Probation and possibilities to extension

Holidays: 12 days annual leave and approved public holidays in Myanmar and addition to the HR policies

Applicants must follow the following information.

A cover letter above your resume; At least two referees and copy of the degrees / graduation certificate must be sent to the following address:

Expected Salary must provide on your application.

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Deadline for submission is 3.7.2025 (Thursday) before 5pm. Request to submit Education documents to the office or by mail and only short list candidate will contact by SKT assigned staffs.

While you are applying this position, Subject Line should be: SKT Project – **(apply position)**