



## Vacancy Announcement

### Monitoring and Evaluation Officer (Full Time)

Location- Yangon

Application closing date: 30<sup>th</sup> June 2025

Eden Myanmar is a local NGO working with human-trafficking survivors. We are a faith-based organization, motivated by our core values of love, hope, justice and restoration. We are looking for a person to join the team as a **M&E Officer (Yangon)**.

Your core responsibility is to follow Eden values based on Reach Rescue Restore and at all times demonstrate our core values of love, kindness, compassion, encouragement, respect, and patience to all Eden beneficiaries. All staff members must daily show love, care, concern and compassion towards the beneficiaries through kind words, kind actions and smiles.

The care and wellbeing of Eden beneficiaries is ALWAYS your first priority.

This job description details your primary job requirements but is not exhaustive and there may be other tasks that you are requested to do that are not included in this list. You are to complete any other task assigned by your supervisor and to respond with team values of collaboration and unity to do any task concerning beneficiaries to ensure their wellbeing and continue to provide a high standard of care.

You will be responsible for:

- Conduct field visits to monitor program activities and provide on-site support.
- Support field teams in routine data collection, verification, and entry.
- Develop and implement M&E plans and tools aligned with program objectives.
- Make sure M&E reporting and its complete accurate and handed in project manager on time.
- Track key performance indicators to ensure timely implementation
- Document success stories and case studies to support communication.
- Generate regular reports for internal management and donors.
- Maintain a comprehensive and updated program database.
- Train program staffs on M&E tools and systems.
- Provide ongoing mentoring and support on data quality, analysis, and reporting.
- Ensure M&E activities are aligned with accountability.
- Maintain confidentiality and data protection standards.

Required skills:

- Bachelor's Degree holder
- Minimum of 2–3 years' experience in M&E in an NGO or humanitarian setting.
- Experience with participatory monitoring and evaluation approaches.
- Strong data analysis skills (Excel, etc).
- Ability to work effectively in a multicultural team and under pressure.



- Ability to communicate in English
- Attention to detail
- Must be volunteer-minded person

The ideal candidate will preferably be compassionate and driven with an interest in working in the field of anti-human trafficking. If this sounds like you, please send your resume to: [humanresources@edenmyanmar.org](mailto:humanresources@edenmyanmar.org)