Job Vacancy

Position: Monitoring and Evaluation (M&E) Officer
Duty Station: CESVI Nyaung U Offices

Duration of Assignment: (3) Months duration and renewable based on performance and project requirement

Remarks: Organization is looking to fill the position as soon as possible
She/He must be able to work under difficult conditions
She/He must be able to travel to any township

CESVI is a non-religious, non-profit International NGO delivering humanitarian and development work in Livelihood, Food Security, Climate Smart Agriculture, Water Stewardship, Agricultural Value Chain, WASH, Community Development, Promotion on Good Agriculture Practices (GAP) and Strengthen value chain sector, Assess to Finance both local MSME and rural women groups by engaging with the multiple stakeholder along the agricultural value chain. Currently, CESVI Myanmar is implementing the Food Security and Rural Livelihood Development Project in Dry Zone and Southern Shan State.

Position Summary

The Monitoring and Evaluation (M&E) Officer is responsible to promote facilitation and collect field data for all project activities on township, village level and region with KOBO software, to develop research methodology, survey questionnaires for rural socio-economic situation, to analysis data with SPSS software, monitoring on project’s targets and achievements and ensuring a consistent and strong advisory role for the field staffs and coordinators.

Essential duties and responsibilities of Monitoring and Evaluation (M&E) Officer

- Elaborate MIS system, monitoring framework and regular monitoring on targeted and achievement.
- Lead field data collection process for all project activities on township, village level by KOBO software and formalization of questionnaires in KOBO tool box.
- Prepare M&E plan, indicators tracking table (ITT) in order to access progress of project and deliverables as per time lines/workplan.
- Investigation on community success stories and related data to provide to Agri. Consultant.
- Collaboration with Agri. Consultant to develop questionnaires in order to collect relevant data of Case Studies.
• Elaborate survey questionnaires concerning with the socio-economic survey, evaluation on rural livelihood development activities.
• Timely inform about any delay, constraints and develop strategies for damage control and improvement in necessary consultation with the Project Manager and Coordinators.
• Collaborating with Township Facilitators, Agronomist, Coordinator and Field Logistics and give feedback regarding with the activity implementation and progress according to target milestones.
• Handling on Project Compliance and Feedback Mechanism (PCFM) under the supervision of CESVI’s Head Quarter.
• Communication and collaboration with M&E focal persons of Donors
• To support weekly, monthly and Quarterly detail and cumulative data, detailing progress activities, achievements, challenges and lesson learnt to Project Manager
• Capitalize project data, ensure maintenance of updated data base and reference materials and prepare proper filing systems of hardcopies in office.
• To perform any other assignments were given by Cesvi Team from Yangon Country office including regular 5W and 3 W data.
• Identification of livelihood enhancement package, potential case studies (Mini and Simple Research), facilitation of data collection and writing the case studies based on research findings.
• Conduct assessment for the case studies included the different trials such as improved marketing, productivity, knowledge-Altitude-Practices (KAP) and income of targeted beneficiaries.
• Assist to Project Manager in order to prepare interim project progress reports and final narrative report included photo documents.
• Analysis the data with suitable statistical method/SPSS and provide cleaned data to Coordinator and Project Manager.
• Collect beneficiaries’ data of humanitarian support activities together with field staffs before provision of assistance and post-distribution of the crop production enhancement inputs/package.

Qualification and experiences
• Applicants should have a University Degree in Agricultural Economics and or related research fields.
• Applicants must have at least 5 years experiences in M&E Skills included Research and data analyze with SPSS
• Good communication skills, previous experience in similar program as local contexts would be an asset
• Strong mobilization, facilitation skill and accountability team player with a positive attitude toward problem solving and conflict resolution; ability to effectively liaise with local stakeholders.
• Applicant must able to report and perform any other assignments were given by Project Manager
• Applicant must able to travel to the villages is mandatory requirement under difficult situations.

• Other: Good knowledge of project region context, willing to overnight in remote area according to the project activities; Ability to work under pressure, flexible to work overtime and adapt to different situations as required.

Safeguarding

• Cesvi has a zero tolerance approach to any harm to, or exploitation of, a child or a vulnerable adult by any of our staff, related persons or partners.

• Cesvi commitment to being a safe organization begins with the staff recruitment process which includes meticulous checks, such as criminal records checks or check disclosure of previous convictions, to ensure children and vulnerable people are safeguarded and abuse is prevented.

• Safeguarding checks are part of the selection process performance.

Deadline for Applications: 15th-March, 2024 (Friday) (Cesvi have the right to choose a candidate before the deadline)

How to apply

CV & Cover Letter only to be sent to
myanmar.ala@cesvioverseas.org
or hard copies to be sent to
No.8, room 2B, MyaZayYar street, MyaZayYar Condo, Kamayut (3) Ward, Yangon.
Cesvi-Dry Zone Area Coordination Office, No. 3, Aung Tha Paya Quarter, Nyaung Oo Township.

DO NOT send original documents and/or heavy attachments/Certificates beside the CVs

Notes:

• For Internal candidates: please inform the Line Manager at the moment of your application

• Additional information will be required only in case of pre-selection and short listing

• Only those who meet the basic requirements will be considered for the short listing

• Only those shortlisted will be contacted for an Interview

• As the post is required as soon as possible, Cesvi reserves the right to select candidates and fill the position before the final date for applications.