



Community Action. Leveraging Services.

VACANCY ANNOUNCEMENT # 032- 2025

04 June 2025

Lan Pya Kyel Association (“LPK”) is a non-profit, non-political and non-sectarian organization. It is local organization in Myanmar. Organization is currently providing full comprehensive package of HIV prevention and treatment to vulnerable populations particularly, sex workers and men who have sex with men and Transgender Women. Organization has been implementing HIV and related programs throughout the country for the past 20 years with the name of “TOP”. Lan Pya Kyel is now inviting applications to fill the following position:

Job Title	:	Monitoring and Evaluation Manager
Office	:	Lan Pya Kyel Headquarter (Yangon)
Report to	:	Program Director
Contract Term	:	Fixed term contract based on project period

JOB SUMMARY:

The Monitoring and Evaluation Manager (M&E Manager) works for Lan Pya Kyel’s integrated HIV, TB and Sexual and Reproductive Health projects, emergency response projects, mental health and psychosocial support and gender based violence project aiming at reduction in HIV transmission and associated mortality and morbidity amongst the most-at-risk populations and marginalized populations such as Men having Sex with Men, Transgender Women and Female Sex Workers, etc., in different project locations of Lan Pya Kyel (LPK).

The M&E Manager will provide oversight for all Monitoring and Evaluation and ensure that the program implementation is supported with quality data.

His/ Her main role is to provide technical assistance to all the staff involved in the M&E reporting system and coordinate within the M&E team and with other teams such as Operation, Technical, Program Support, etc. Additionally, his/her mission is to design and implement LPK M&E systems, to the best use of available resources.

DUTIES & RESPONSIBILITIES:

Management of Monitoring and Evaluation System

- Leads the Monitoring and Evaluation Department: designs work plans, maintain and implement processes and systems to drive improvements in data quality across thematic areas and suggests improvements to monitoring and evaluation systems of LPK.
- Coordination and management of all monitoring tool development and documentation enhancement procedures in the organization to meet LPK standards and donor requirements and ensure that these tools and formats are used by all relevant service providers.
- Facilitate documentation and reporting of assessments, programme data, lessons learnt and best good practices for internal and external sharing from evaluation of the program.
- Act as leading role to conduct in house survey/research and Focus Group Discussion (FGD) and generate the report that can be used as a reference for revise or continue the strategies.
- Is the focal person to update and maintain the LPK monitoring and evaluation guidelines; keeps an up-to-date version of the monitoring guidelines and disseminates across the program team as relevant.
- Have the ultimate responsibility for M&E system and the proactivity for the improvement of M&E system with the inputs from Program Director and Executive Director.
- Propose changes to the LPK monitoring system and assist in developing innovative solutions to meet LPK M&E requirements in response to LPK’s strategic direction.



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- Support implementation of a system that ensures confidentiality of medical/personal's data at different level (primary source document, data entry, data procession stage, etc.).
- Ensure and support LPK's M&E system is responsive to National counterparts and donors ensuring LPK's clients are being protected by clients' data protection policy.
- Support Program Director in development of 'Clients' Data Protection Policy' of LPK in assessment, situation analysis, development and dissemination to LPK staff.
- Oversee the planning and implementation of monitoring and evaluation activities related to the development and reporting of high-quality service across all sites
- Ensures all staff are regularly trained / updated on any changes, as relevant to their position, for data collection, reporting, and data archiving.
- Establish and maintain the mechanisms for engaging beneficiaries, communities and stakeholders, for feedback and learning.
- Work closely with Operation and, Technical staff to integrate relevant M&E into program management practices.

Management of M&E Department

- Assess the workload, design job descriptions and assist in the recruitment process for the M&E Department and HQ/Site level data staff.
- Assess training needs and organizes trainings to meet the requirements.
- Supervise M&E team members, organize performance appraisal, organize team schedules and work-plans, and give regular feedback on the performance and quality of their work.
- Ensure all data are securely stored at the defined location on a defined timeline.

Research and Surveys

- Develop protocols and M&E plan for both quantitative and qualitative research, surveys, assessment, etc.
- Lead all research, assessment and survey, etc. from planning stage to report writing.

Monitoring and Supervision

- Conduct routine monitoring visits to project sites, including leading the conduct of data quality assessments and specific tools.
- Coordinate and collaborate for the RDQA visits conducted by donors.

Reporting

- Ensure the collection of relevant program data from the sites and oversee the accurate reporting of required indicators for different donors and national programs.
- Validate the completeness, consistency, and accuracy of reports, with the support of M&E and data teams.
- Ensure that all LPK's program data reports are generated by the M&E team and disseminated promptly and appropriately to the Program Director, relevant LPK staff and external stakeholders, including National Program as required.
- Provide inputs to timely preparation of site level monthly, quarterly, semi-annual and annual monitoring and evaluation updates and report based on agreed indicators.
- Ensure reports comply with relevant internal and external reporting requirements and guidelines.

Representation

- Take part in the relevant meeting, training, workshop, forum, etc. representing LPK.



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QUALIFICATIONS

- Bachelor's degree in medicine, with an advanced degree preferred.
- At least five years of practical experience in monitoring and evaluation systems, including the development of program monitoring and evaluation framework, plans, tools, methodologies, etc.
- Able to work independently and experience working at senior management level.
- Experience in HIV, TB, STI, SRHR, emergency, MHPSS and GBV and Public Health programs.
- Experience in developing, adapting, utilizing and managing database and information management software.
- Experience in delivering training to the relevant team members.
- Proficient in advanced MS Office Applications and related Databases.
- Experience in assessments, surveys or research is an asset.
- Experience in creating GIS maps for Projects is an asset.
- Fluent level of English (written and oral) is required.
- Flexibility, ability to work independently, good communication skills, adaptability to situations and changes, proven collaboration and cooperation within and outside of the organization is highly required.

If you are interested in the position to apply, please submit your Application Letter, Curriculum Vitae, Copies of Education Certificate, National ID Copy and three referees including your last employer through the link below or send to the following address not later than **18 June 2025 (Wednesday)**.

Lan Pya Kyel Office: No. (215-A), Set Hmu 3rd Street, Myittar Nyunt Ward, Tarmwe Township, Yangon
09 969906289, 09 250168734
Apply Link : <https://smrtr.io/rDLNn>

Only short-listed candidates will be invited for relevant tests and/or personal interviews.

Hiring process will start as soon as the suitable candidates apply for this position.

At Lan Pya Kyel, we believe in the value of diversity and are proud to be an equal opportunity employer. We invite applications from individuals of all backgrounds and experiences, including those of any race, ethnicity, religion, age, gender, sexual orientation, or disability. Lan Pya Kyel is committed to maintaining a workplace free from fraud, corruption, sexual exploitation, harassment, and abuse. Our employees are expected to adhere to the highest standards of integrity and professionalism, as outlined in the Code of Conduct.

“Lan Pya Kyel internal staff are encouraged to apply, and will be given equal treatment to external candidates”