



HR- TGI VA No. 005 – Monitoring and Evaluation Assistant

Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times.

Monitoring and Evaluation Assistant

No. of Post	: 1 Post
Report to	: Senior Programme Officer/Programme Manager
Department	: Health Department
Project/Program	: Community Based Programme for Malaria Prevention
Duty Station	: Taunggyi
Grade	: C2
Benefits	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

Application Period : 24-May-2025 to 30-May-2025, 16:30

Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times. Benefit Package consists of Paid Medical, Annual, Casual Leave, Insurance, On-Duty for Training, Provide Accommodation Allowance & Hardship Allowance for specific area, Training and Development Opportunities, Promotion and Management Development.

(Program Background) Myanmar Red Cross Society has been implementing "Community Based Programme for Malaria Prevention" which has been funded by UNOPS/GF since 2011. This programme had been implemented in 1000 project villages of 11 project townships in 2016-2017, in 800 project villages of 15 project townships in 2018-2020 and 5-8 townships in 2021-2023. In 2024-2026, the programme will be implemented in 225 villages of 5 project townships Lawksawk, Namsang, Kunhing, Maukmai and Moani with the support of UNOPS/GF RAI4E Grant. The main programme activities will be Integrated Community Malaria Volunteer (ICMV) trainings,

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities' members in our programs"

Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality

MRCS-UNOPS/GF-RAI4E/ M&E Assistant for Community Based Programme for Malaria Prevention (20/3/2024)

(024)



HR- TGI VA No. 005 – Monitoring and Evaluation Assistant

Community Malaria Case Management through ICMVs, including early diagnosis and prompt and proper treatment case notification, malaria elimination activities with cooperation and guidance of VBDC team etc. Continuous LLINs distribution, Health Education etc. This programme has been closely coordinated and collaborated with National Malaria Control Programme (NMCP), State VBDC team, State Health Department, respective Township Health Departments and other stake holders at Central, State and Townships level in implementing its programme activities throughout the previous project years until now. The programme has also been contributing to achieve the Goal of National Plan for Malaria Elimination in Myanmar (2016-2030).

Job duties and responsibilities

1. Regularly conduct the collection, compilation, verification, analysis and processing of indicator related data and M&E related data of the programme from 15 township field staffs on monthly basis.
2. Conduct routine data quality assurance including on-site data verification at the townships as well as at the villages level and also ensure the quality and reliability of the information collected by field staffs.
3. Provide not only all the analyzed M&E data but also compiled & consolidated various technical reports and progress reports on monthly, quarterly, annually with proper recommendation to Program Manager and Senior Programme Officer to get more effectiveness and improvement in implementation.
4. Provide any other on-demand or ad-hoc report immediately whenever requested by PM and Senior Programme Officer and also actively participate in PUDR report preparation process.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities' members in our programs"

Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality

MRCS-UNOPS/GF-RAI4E/ M&E Assistant for Community Based Programme for Malaria Prevention (20/3/2024)

(024)



HR- TGI VA No. 005 – Monitoring and Evaluation Assistant

5. Prepare and submit Monthly Microsoft access Case Management report and Quarterly ICMV report to central NMCP timely and also submit monthly case management report to State VBDC, SPHD and respective township health department on time.
6. Conduct regular supportive monitoring and supervision field visits to the implementing project townships/villages (must visit to at least 2 different project townships per month and 4 villages per township) to monitor various program activities, its effectiveness and progress and.
7. Provide every monitoring and supervision visit report with respective findings and recommendations to programme Manager and Senior Programme Officer within 2 to 3 days after every field visit to the implementing project sites.
8. Ensure and Supervise as necessary that the respective data assistant is regularly doing timely and systematic data entry of programme and M&E related data with standardized data entry format approved by PM.
9. Check and verify the data reported by respective data assistant to get timely, reliable, specific, consistent data and then report to Senior Programme Officer and PM.
10. Regularly assess the technical quality of data assistant and give necessary feedback and capacity building to them whenever required.
11. Organize regular M&E staffs meetings, take and record meeting minutes and also follow up implementation status of the meeting outputs.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities' members in our programs"

Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality

MRCS-UNOPS/GF-RAI4E/ M&E Assistant for Community Based Programme for Malaria Prevention (20/3/2024)

(024)



HR- TGI VA No. 005 – Monitoring and Evaluation Assistant

12. Ensure all the MRCS/UNOPS programme related data is regularly updated and data backup system for all data is in place & safe and well-practiced at all levels.
13. Properly maintain and keep the M&E related documents including volunteer carbonless register in soft and hard copy.
14. Communicate with township field staffs to get M&E related data and information
15. Monitor the performance and capacity of the field staffs and give constructive criticism, feedback and provide on the job training to them.
16. Coordinate and communicate with senior level staffs under the supervision of PM/Sr.PO.
17. Assist other team members regarding M&E/Data related work as necessary
18. Accompany visitors from UNOPS, LFA, external auditors and other stake holders in their M&E visits to project sites.
19. Can work outside the office hours, on weekends and whenever required.
20. Perform any other duties assigned by PM.

Position Requirements

- University Degree Holder preferably computer science
- Minimum 1-2 year experience in public health related program/project as in M&E or Data related positions
- Highly effective computer knowledge and skills (MS word, excel and power point)
- Proven track record of experience in data management
- Very good communication and coordination skills
- Can work under pressure and independently.
- Can speak and write English language

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities' members in our programs"

Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality

MRCS-UNOPS/GF-RAI4E/ M&E Assistant for Community Based Programme for Malaria Prevention (20/3/2024)

(024)



HR- TGI VA No. 005 – Monitoring and Evaluation Assistant

- Can work overtime outside the office hours/on weekends as required.
- Can go to project townships/NPT/YGN on short notice.
- Be obedient, reliable and trustworthy.

****Note: Applicants will be needed to send application letter together with CV, passport-size photo, ID Card copy, Household chart, education qualifications and references (PDF Version) to :**

Head Office:

Myanmar Red Cross Society
Razathingaha Road, Dekhinathiri,
Nay Pyi Taw

Branch Office:

Myanmar Red Cross Society
No. 121/2, Zay Pine ward,
Khwar Nyo Street Shan
State, Taunggyi

(or)

Email: mrcshr.tgi2022@gmail.com

For more information and application, please visit to the www.redcross.org.mm

Only short-listed candidates will be contacted for a personal interview.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities' members in our programs"

Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality

MRCS-UNOPS/GF-RAI4E/ M&E Assistant for Community Based Programme for Malaria Prevention (20/3/2024)

(024)