

<b>Position title</b>	:	<b>M &amp; E Assistant</b>
No. of Post	:	(1) Post
Project	:	<b>Comprehensive MHPSS and Protection Services for IDPs and Host Communities in Pakokku</b>
Duty Station	:	Pakokku
Report to	:	Programs M & E Manager
Contract type	:	<b>Full-time employee</b>
<b>Application Deadline</b>	:	<b>until a suitable candidate is selected</b>

Guardian Network, established in July 2010, is a non-governmental, non-profit, non-political and non-religious local NGO based in Pakokku, Magway Division, Myanmar. The organization focuses on child care, capacity building, and community service programs. Guardian Network's Vision is to **continuously train youths and community to develop educated knowledgeable to productive Good Citizen.**

## Project Background

Guardian is implementing Flood Response sector for flooding areas. The project will be implemented the Multi-Purpose Cash Assistant at Pakokku and Langkho areas. It will need to assess the data of beneficiaries. MPCA will be contributed to the beneficiaries.

## Duties and Responsibilities

### 1. Monitoring Activities

- Assist in implementing the project's monitoring plan, including field visits to track progress and collect data.
- Use approved tools and methods (e.g., surveys, focus group discussions, observation) to monitor project outputs and outcomes.
- Maintain and update databases and tracking systems for monitoring indicators.

### 2. Evaluation Support

- Assist in preparing and organizing evaluations, such as baseline, midline, and endline assessments.
- Compile and clean data from various sources for analysis, ensuring accuracy and reliability.
- Support the analyzing data and preparing reports on project performance.

### 3. Accountability

- Facilitate the establishment and management of a feedback and complaint mechanism for beneficiaries.

- Record and follow up on community feedback, ensuring timely responses to concerns or issues.
- Promote awareness of accountability mechanisms among beneficiaries.

#### **4. Learning and Knowledge Sharing**

- Document lessons learned and best practices during project implementation.
- Participate in learning events and contribute to discussions on improving project strategies.
- Assist in preparing case studies, success stories, and other learning materials.

#### **5. Coordination and Reporting**

- Work closely with program teams to ensure M & E activities are integrated into project implementation.
- Prepare and submit regular monitoring and accountability reports to the M & E Officer.
- Support the M & E team in coordinating with donors, partners, and other stakeholders regarding data collection and learning activities.

### **Key Communication Skills**

#### **1. Internal Communication**

- Collaborate with program, logistics, and finance teams to ensure data collection aligns with project goals.
- Report data collection challenges and share insights with the M & E Officer for resolution.

#### **2. Community Engagement**

- Explain the purpose and process of data collection to community members in a culturally sensitive and respectful manner.
- Handle feedback and complaints from beneficiaries with professionalism and empathy.

### **Skill Competencies and Requirements**

#### **1. Qualifications and Experience**

- A degree or diploma in social sciences, development studies, statistics, or a related field.
- Previous experience in data collection or M & E roles in a humanitarian or development context is an advantage.

#### **2. Skills**

- Proficiency in data collection tools such as Kobo Toolbox, ODK, or similar platforms.
- Basic data analysis skills, with familiarity in software like Excel, SPSS, or Power BI being an asset.
- Understanding of M & E frameworks and humanitarian standards (e.g., SPHERE, Core Humanitarian Standard).

#### **3. Personal Traits**

- Attention to detail and strong organizational skills.

- Patience, empathy, and strong interpersonal skills for engaging with communities.
- Willingness to travel to remote and challenging field locations.

## Integrity

### 1. Accountability

- Ensure accurate and honest data collection, avoiding manipulation or misrepresentation.
- Adhere to the NGO's M & E policies and donor guidelines.

### 2. Confidentiality

- Handle sensitive data, such as beneficiary information, with discretion and in compliance with data protection policies.

### 3. Ethical Conduct

- Ensure that M & E activities are conducted respectfully and ethically, minimizing harm to beneficiaries.
- Promote the Do No Harm principle and respect for local cultures and customs.

**Application Process:** Interested candidates are invited to submit their **application letter with expected salary, and CV with two referees** (PDF format) to: **Email:** [hr.guardian1@gmail.com](mailto:hr.guardian1@gmail.com) (or) In person to **Head Office-** Guardian Network, Ward (12), Nga Gyin Street, Pakokku, Phone: 09-260254542.

**Deadline:** As soon as possible and applications must be accepted until a suitable candidate is selected, please clearly mention the **position title** in the subject line of your email. Only shortlisted candidates will be contacted.

**Guardian is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender. Women, LGBTQI and People with disability are also encouraged to apply. "Priority will be given to local applicants only."**