



<u>Job Vacancy</u>	
Position Title	: M&E Officer
Reports to	: Emergency Coordinator
Duty Station	: CESVI SHAN Offices and frequent travel to project areas
Duration of Assignment:	(3) Months duration and renewable based on performance and project requirement
Remarks	: She/He should be a resident of Southern Shan and will be given priority. Knowledge of Southern Shan/Kalaw Township is an asset. She/He must be able to work under difficult conditions. She/He must be able to travel by motorbike in the fields, if necessary.

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 will play a crucial role in supporting the project team under the direction of the Emergency Coordinator. The M&E officer will primarily assist the project team in gathering, entering, and analyzing both quantitative and qualitative data from various resource, ensuring data quality and timely reporting.

In addition to supporting the project, the M&E will implement Cesvi's internal M&E system and Donor M&E system across various project areas. This includes designing data collection methods, maintaining records, and analysing data to support informed decision-making and continuous improvement. The role ensures accurate data is gathered and shared with relevant teams to track progress and assess project impacts.

Key Responsibilities & Duties

- Assist the Emergency Coordinator and Project team in gathering, entering, and analyzing both quantitative and qualitative data from partners to ensure data quality and timely reporting.
- Support the Project team in the design and implementation of the M&E Plan for Project and provide data with MIS format according to the donor requirements.
- Maintain accurate and up-to-date records and documentation of all collected data, ensuring that it is thoroughly analyzed and shared with the appropriate teams and stakeholders.
- Participate in internal coordination meetings and support the Emergency Coordinator, Programme Manager and relevant focal in collaborating with project and donor.
- Assist in the coordination of the MEAL team between donor M&E focal to set up the monitoring framework, harmonize monitoring tools, and establish monitoring-related protocols.
- Regularly provide M&E plan and Indicator Tracking Table (ITT) to CESVI HQ.



- Support the development and refinement of various data collection tools, including surveys, interviews, and focus group discussions.
- Assist in training field staff and beneficiaries on indicator measurement methodology, M&E tools, and assessment processes to ensure proper data and information gathering.
- Contribute to the monthly collection and quality assurance of data from the respective Townships, ensuring the timely processing of data and information for the preparation of reports.
- Provide feedback to the internal and donor MEAL team and township program teams on targets and achievements, and support the preparation of monthly/quarterly reports.
- Assist in the preparation of data and information in required formats for submission to the Emergency Coordinator.
- Support the Emergency Coordinator in conducting routine data quality assurance, including on-site data verification during field visits.
- Assist in gathering and sharing learning (data, best practices, achievements, photos) with the Emergency Coordinator and program staff.
- Contribute to the Project Complaints and Feedback Mechanism and Post Distribution Monitoring by collecting and documenting feedback and complaints, and maintaining the PCFM and PDM database.
- Perform various other tasks as assigned by the Emergency Coordinator and project team member.

Qualification and experiences

- University Degree in related fields (Economics, Development, Mathematics & Statistics, Agronomy) with M&E and data analysis professional background, academic and experiences
- A minimum of 3-years relevant working experience in MEAL field.
- Excellent interpersonal and communication skills.
- Ability to organize own work to meet deadlines.
- Language requirement -Fluency in Myanmar and English.
- Knowledge and experience in the working environment of INGOs, NGOs and other organization.
- Strong computer skills (Word, PowerPoint, Internet & Email), including expertise in Excel as an MIS, M&E tool as well as to prepare relatively complex spread sheets required. Also, she/he has to support 5W and 3W data.
- Good interpersonal skills, team work, decision making.
- Respect and regard Cesvi Policy
- Good communications skills and accountability; team player with a positive attitude toward problem solving and conflict resolution; ability to effectively liaise with donors and partners and to build staff capacities;
- Ability to work under difficult situations.
- Ability to work under pressure, flexible to work overtime and adapt to different situations from different donors 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.

CESVI MYANMAR Country Office

No.8, room 2B, MyaZayYar street, MyaZayYar Condo, Kamayut (3) Ward, Yangon Ward, Yangon

Phone: +95 9 421148035



cesvi

Deadline for Applications: 2nd Jun 2025 (Monday)

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.

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