



Kumudra Social Life Support Association

ကုမုဒြာလူမှုဘဝရှင်သန်ကူညီရေးအသင်း

No.23-B, Kyaung Thit Street, (8) Ward, Mayangone Township, Yangon, Myanmar.



+959 421 138 672



MMTNetwork@mmtn.org, Nlin@mmtn.org

Vacancy Announcement

Position	M & E Officer (1 post)
Duty Station	Yangon-Head Office
Reporting to	Senior Program Manager
Contract Period	1-year contract with a 3-month probation period (contract period will be highly extendable)
Closing Date	22 October 2026 (Thursday)

Background

Kumudra Social Life Support Association (Myanmar MSM and TGW Network) is a national level network formed with LGBTIQA+ (MSM - Men who have Sex with Men and TGW - Transgender women). We support the health and equal rights of LGBTIQA+ by networking nationwide. We provide technical support to Non-Government Organizations to get better health services and to emerge more Key Population-friendly Service Centers for LGBTIQA+ (MSM and TGW).

Job descriptions for Social Engagement Officer

- M & E officer is responsible for all monitoring and evaluation processes starting from data entry to final reporting of the project.
- Ensure the validity and reliability of all project-related data and reports.
- Support the monitoring of project activity progress and contribute to staff capacity building as needed.
- Promptly report any inaccuracies or delays in project-related data or documentation.
- Conduct daily checks of project data and documents to ensure accuracy.
- Review, compile, and assess monthly and quarterly reports from project sites, providing constructive feedback where necessary.
- Prepare and submit M and E report and success stories to donor organization in timely manner.
- Actively involve in all the discussion and meeting with donor and other partner organization as a M and E focal point of the project.
- Deliver training to project staff on data entry, collection, analysis and M&E concepts as required.
- Identify and report any challenges encountered in project implementation to the Program Manager.



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- Analyze data and evaluate project outcomes against set targets, tracking overall progress toward program goals and objectives.
- Supervise data collection process in compliance with organization and donor ethical standard.
- Conduct the required data and M & E training to field project staffs.
- Maintain effective coordination with all regional Kumudra members.
- Collaborate effectively with service providers, including healthcare services and other key stakeholders.
- Participate in and assist with monitoring visits to project areas.
- Provide technical input and advice during project development phases.
- Assist executive committee members or senior staff of the network with project-related tasks.
- Carry out any other tasks assigned by supervisors as necessary.

Essential Skills

- Any graduate (prefer Data management science)
- Must have at least 3 years of experience of working in monitoring & evaluation related field (prefer experience in MEAL program of local NGOs/INGOs).
- Must be proficient in word, excel, power point and other data management software.
- Must be able to speak and write English and Myanmar fluently.
- Must be in good communication.
- Must be able to work with a team.
- Ability to work under pressure and in a multicultural environment.
- Ability to travel and work independently.
- Must have knowledge about human rights, PSEAH, LGBT rights & Child rights.

Additional Information

If you are interested in applying for these positions, please submit your Application Letter, Curriculum Vitae (CV), duly filled Application Form <https://forms.gle/uuswa8jvzFb3GbnQA>, copies of your Education Certificates, National ID copy, and your expected salary no later than **22 October 2026 (Thursday) at 5:00 PM.**



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

All genders have equal chance in selection process.

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