



Taw Win Kha Yay (Sex Workers in Myanmar) Network

No. 39/H-1, Myintzu street, Ward (9), Mayan gone Township, Yangon, Myanmar.

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Vacancy Announcement

(06/2025)

Date – 22 April 2025

Require Position	M&E Officer (L'initiative Project)
Require Person	(1) Person
Line Supervisor	Senior Program Manager
Contract Type	Full Time Staff
Duty Station	Yangon
Project Duration	April 2025 to December 2025 (including 3 months' probation period & high potential extension)

Network Background

Taw Win Kha Yay (SWiM) Network is a local community-led, non-government organization, founded by six pioneer female sex workers (FSW) living with HIV in Myanmar since 2009. SWiM Network envisions to create an enabling social environment that is free from discrimination against and harassment of FSW, that ensures equal opportunity and that does not stigmatize HIV infection or HIV by promoting the access to information knowledge, capacity, rights and to participate actively through advocacy at every stage of the HIV/AIDS programme and activities to reduce discrimination.

With more than thirteen years of representation and services for the sex worker community in Myanmar, SWiM Network now has implemented core advocacy activities and humanitarian projects with about fifty national staff and volunteers at thirty townships across different States and Regions in Myanmar through the funding supports of various local and international donors as well as UN agencies.

Taw Win Kha Yay (SWiM) Network is now looking for a suitable passionate national candidate for **M&E Officer** position at Yangon Head Office.

Job Purpose

In closely collaboration with respective Program Operations Coordinator and the M&E Officers, the **M&E Officer** is mainly responsible for core operations SWiM's M&E functions at each field office for implementing community-led HIV health care projects' operations activities at project

townships within assigned States and Regions and this position is accountable for the following key responsibilities.

Roles & Responsibilities

- must be mutual respect for other and personal information of those who plan should be kept confidential.
- Must be managed and supervised to ensure that the activities are completed in a timely manner and quality standards according to their respective duties and obligations
- Must be monitoring and disclosed information from project areas with the M & E framework.
- To manage the assign project report from data collected and entry with consolidation of results.
- To conduct the data validity and accuracy audits to ensure the quality of the data in the system;
- Lead the activities related to project and related partner organizations as necessary (Example. Legal issues, hospital /Clinic issues)
- Conduct independent monitoring of project activities according to the schedule agreed with supervisor
- Support program staffs in development of assessment forms and maintaining database
- Must be monitoring and evaluation of project performance and quality control
- Must be prepare technical of monitoring and evaluation in timely
- To ensure all the source documents are kept as per the M&E guidelines;
- Maintain and store safety database, assessment, monitoring and evaluation forms.
- Coordinate with Peer Educator, Local authority, Government and line Supervisor as necessary.
- Fulfill other tasks assigned by the line manager related to responsibilities listed above.

Skill and Qualifications

- Bachelor's or Master's degree in a relevant field University or related field
- At least 2 years or equivalent proven experiences in M&E management, including INGO or NGO with HIV/AIDS project.
- Has familiarity with database management using Microsoft Excel, Access Database, Power BI analytical tool and other statistical software and preferable whom have knowledge in DHIS2 report and donor report;
- Technical knowledge in M&E and data management methodologies.
- Be able good communicator and cooperate with organization and travel to project areas.
- Must be able to coordinate with Donors.
- Ability to efficiently communicate in verbal and written English;
- Ability to work under stressful conditions, Result Orientated, Analytical Thinking;
- Strong Negotiation Skills, Relationship Building, Leadership Skills, Team spirits;
- Ability to work in multi-cultural environment with High level of integrity with in depth knowledge of vulnerable community particularly PLHIV and HIV affected communities.

Application process:

Interested and qualified candidates are invited to apply with Application Letter and Curriculum Vitae with two referees or testimonial through the HR@swimnetwork.org or follow address; **No. 39/H-1, Myintzu Street, (9) Ward, Mayangone Township, Yangon, Myanmar.**

***** Due to the urgent of this position *****

The deadline for submission of applications is not later than **25 April 2025 Friday at 5:00 PM** Myanmar Time. Only short-listed candidates will be invited for relevant tests and/or personal interviews.

“Taw Win Khayay (SWiM Network)” is committed to maintaining a Non-Discriminatory work environment that values diversity and inclusion and offer Equal Opportunity for any employee or candidate. Members of Key affected Population by HIV-MSM /SW/ PWID and LGBTQIA are strongly encouraged to apply for this position.