

KBC Social Mission
No. 396/D, Bogyoke Aung San Road, Lanmadaw Township, Yangon.

KBC Social Mission has been serving the community in various development and social sector with the ultimate vision of building “Community with Social Justice”. KBCSM values gender equality and inclusion regardless of religious background, ethnicity and races. In addition, KBCSM works to ensure the safety of the beneficiaries and its staff. Thus, the organization practices zero tolerance policy against SEA cases.

Job Title	M&E Officer
No. of position	1 post
Employment Status	100% Fulltime staff
Reporting to	Program Manager & Project Coordinators
Job Location	Yangon Head Office with possible travel to fields
Project Duration	August, 2025 – December, 2026
Closing Date	13 th July, 2025

Project Summary

Quality Basic Education Pathway for Children Program is a program that provides the learning opportunity to children 3 to 17 through community learning hubs/ libraries. The program offers additional learning opportunities to children who are in early learning ages 3 to 5 and open learning ages 5 to 12. Moreover, the program provides a learning opportunity for children who are out for school (dropped out) and teenagers who want to learn basic literacy skills.

Position Summary

A Monitoring and Evaluation (M&E) Officer would be responsible for designing, implementing and managing the M&E framework for the project. This includes developing indicators, collecting and analyzing data, generating reports, and providing feedback to inform decision-making and project improvement. You would also play a key role in ensuring the project’s effectiveness and impact through regular monitoring and evaluation activities.

Specific Duties and Responsibilities

(1) M&E Framework Development

- Design and implement M&E frameworks, including indicators, data collection methodologies, and reporting structures, ensuring alignment with program objectives and donor requirements.
- Regular review and update monitoring and evaluation plans to adapt to changing project needs.

(2) Data Collection and Management

- Oversee the collection, analysis, and management of project data, ensuring accuracy, completeness and timelines.
- Develop and implement a detailed data collection plan, outlining the methods, tools, and timelines for gathering both qualitative and quantitative data. Ensure that the plan includes

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specific activities such as surveys, focus groups, interviews and field visits to capture relevant information from the target communities.

- Establish protocols and guidelines for data collection to ensure consistency, reliability and accuracy.
- Review and verify the collected data for completeness and consistency.
- Conduct data cleaning to identify and correct any discrepancies, error, or missing value in the data sets.
- Ensure that data is properly entered into databases or spreadsheets for analysis.

(3) Reporting and Documentation

- Generate regular reports on project progress, highlighting key achievements, challenges, and lessons learned.
- Maintain an organized and comprehensive database of project-related data and documentation such as planning documents, reports, contracts, and meeting minutes.
- Assist in fulfilling donor reporting obligations by providing accurate and timely updates on project progress, outcomes, and financials. Ensure that reports meet the expectations of stakeholders and comply with the donor's guidelines and deadlines.

(4) Stakeholder Engagement

- Develop and maintain clear communication channels with all key stakeholders, including community members, local authorities, and project partners. Ensure that stakeholders are regular informed of project progress and changes.
- Ensure that community voices are heard and that their concerns are addressed promptly.
- Actively involve stakeholders and also children in the design and planning phases of the project by seeking their input on key decisions. Ensure that their perspectives are reflected in the final project strategy, ensuring relevance and sustainability.
- Foster an environment of trust and transparency by keeping the community informed about project challenges, success and changes.

(5) Capacity Strengthening and knowledge management

- Providing trainings for project staffs and community participants on proper data collection techniques, ensuring they understand the importance of adhering to ethical standards and maintaining confidentiality.

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Required skills and qualification

- A Bachelor's or Master's Degree in Social Sciences, development studies, project management, Statistics, or a related field.
- At least 2-3 years of experience in monitoring and evaluation (M&E) roles, preferably in Education or related sectors.
- Analytical and Problem-Solving Skills: Strong ability to analyze data and identify trends.
- Data Management and Analysis: Proficiency in data collection, management, and analysis software.
- Communication and Reporting: Excellent written and verbal communication skills to prepare reports and present findings.

M&E framework design and implementation: knowledge of M&E principles, methodologies and tools.

Project Management: Understanding of project cycle and how to integrate M&E into project planning and implementation.

Instructions

Please, mention applied position and area in your email as well as your CV and cover letter. You are requested to submit your CV mentioning at least **2 contacts address (referees)** for reference check.

Please send your CV, cover letter and related certificated or documents to,

Naw Blut Moo Paw (HR Officer) at bmoopaw@kbcsm.org , 09-451580939 (and/or)

The following address

- (1) KBCSM Yangon Head Office – No.396/D, Bogyoke Aung San Road, Lanmadaw Township, Yangon, Phone – 09424510493 (during officer hours; 8:00am – 4:00pm)