



Aye Myanmar Association (AMA)

No(1054), (5) Floor, Nga Quarter, Thudamar Main Road, North-Okkalapa, Yangon.

☎ : +959 4291 87680, +959 431 20087

✉ : amasecretary@amamyanmar.org

📘 : <https://www.facebook.com/ayemyanmarassociation>

🌐 : <https://www.amamyanmar.org>

“Vacancy Announcement – 0005 ”

Position Title	:	M&E Officer (One Post)
Report to	:	Program Manager
Duty Station	:	Yangon Head Office (North-Okkalapa)
Duration of Contract	:	1-year contract with 3-month probation period (contract period will extendable)
Closing Date	:	30 th April,2025

M&E Officer’s Job Description-AMA

- M&E Officer must conduct entry of activity reports into Database.
- M&E Officer must collect and consolidate Reached, Contact and Testing activities of field staffs and must present to Program Director and Program Manager.
- M&E Officer must conduct field visits and supervise and monitor field workers’ activities among project townships.
- M&E Officer must record GBV case forms, hot line forms and counseling forms.
- M&E Officer must collect information and data whether field workers’ support activities reach the clients or not.
- Under AMA’s approval, M&E Officer must attend and participate in trainings related to data entry.
- M&E Officer must inform and assist to edit if field worker’s data if they are wrong and invalid.
- M&E Officer must monitor and adjust field workers’ annual activity targets whether they are reached and met as planned and targeted.
- In collaboration with Finance Officer, M&E Officer must check and validate testing activities whether they are correct and valid.
- M&E Officer must check and record data and particulars of AMA staffs who had attended trainings
- M&E Officer must enter particulars of staffs who had attended trainings conducted by AMA and transform them into UIC and timely submit to concerned persons.
- If required, M&E Officer must be able to deal and collaborate well with stakeholders and partner organizations.



Aye Myanmar Association (AMA)

No(1054), (5) Floor, Nga Quarter, Thudamar Main Road, North-Okkalapa, Yangon.

☎ : +959 4291 87680, +959 431 20087

✉ : amasecretary@amamyanmar.org

f : <https://www.facebook.com/ayemyanmarassociation>.

🌐 : <https://www.amamyanmar.org>

SKILLS & EXPERIENCE NEEDED:

- Any graduate (prefer Public Health, Statistics, Data science related degree)
- Must have at least 2 years of experience of working in monitoring & evaluation related
- Must be proficient in word, excel, access, 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 to work with a team.

To Indicate expected Salary

Office Address – No(1054),Nga Quarter, Thudama Main Road, North-Okkalapa, Yangon Division.

Contact No; 09-755483477 & (Viber)

Email: ayemyanmarassociationama@gmail.com