MYEO

VACANCY ANNOUNCEMENT

Date: 2 July 2025

Title:	**M&E Supervisor**
Location:	Remote
Report To:	Chief Operating & Commercial Officer
Duration:	12 months – with possibility of extension
Start Date:	As soon as possible

Myanmar Youth Empowerment Opportunities (MYEO) is an impact-oriented edutech firm, founded to accelerate Myanmar's next generation youths with relevant 21st-century skills and transformative learning opportunities through an affordable mobile-based online learning platform that increases youth employability and paves the way for a high-skilled workforce for organizations in Myanmar. Our mission is to equip all of Myanmar's youths with the skills to be valuable members of the Myanmar work system and community.

Our Culture Code: We are a mission-driven team with high levels of execution and value ideas over egos or other nuances. Our team is agile, dynamic, innovative, young, fun and diverse with remote work culture in our DNA. We do not tolerate any form of discrimination and strive for equality and individual freedom through skills empowerment across Myanmar.

Objective of the Role: The M&E Supervisor will be responsible for designing, implementing, and managing robust monitoring and evaluation systems across our programs. This includes developing M&E frameworks, overseeing data collection, conducting comprehensive data analysis (both quantitative and qualitative), and producing high-quality reports that inform strategic decisions and communicate impact. A key aspect of this role involves proactively seeking innovative M&E methodologies, embracing cutting-edge data analysis tools, especially those leveraging Artificial Intelligence, and automating routine processes to enhance efficiency and analytical depth.

KEY RESPONSIBILITIES:

M&E System Design & Implementation:
- Lead in the development and refinement of M&E frameworks, theories of change, and performance indicators aligned with programs/project goals and organizational objectives.
- Design and test data collection tools (surveys, focus group discussions, feedbacks) to ensure data quality, reliability, and validity.

○ Oversee and conduct data collection activities, ensuring ethical considerations and data protection protocols are strictly followed.

○ Identify opportunities to automate data collection, cleaning, and preliminary analysis processes to increase efficiency and accuracy.

○ Develop Data Dashboards to track projects using advanced tools and provide insights in time to take action for improvement early

Comprehensive Data Analysis & Insight Generation:

○ Perform rigorous quantitative analysis using statistical softwares (e.g., R, Python, SPSS, Stata, advanced Excel) to identify trends, correlations, and statistical significance.

○ Conduct in-depth qualitative data analysis, identifying key themes, patterns, and insights from interviews, focus groups, feedback and case studies.

○ Demonstrate a strong ability to comprehend diverse datasets, discern underlying patterns, and pull critical, actionable insights that drive strategic decisions.

○ Proactively research, pilot, and integrate new data analysis tools and methodologies.

○ Interpret complex data findings into clear recommendations for program improvement and strategic decision-making.

Impact Measurement & Learning:

○ Apply appropriate methodologies to understand and measure the short-term, medium-term, and long-term impact of programs on beneficiaries and communities.

○ Contribute to the development of impact assessments and evaluations, ensuring findings are robust and credible.

○ Facilitate learning processes, sharing M&E findings with program teams and stakeholders to foster adaptive management and continuous improvement.

○ Continuously seek and implement innovative ways to measure, visualize, and communicate program impact more effectively.

○ Lead the development of impact dashboards automation and collaborate with technical team to develop it in Sagar LMS

Report Writing & Dissemination:

○ Produce clear, concise, and compelling project & program inception reports, midterm and final reports, M&E reports, briefs, case studies, and presentations tailored for diverse audiences (donors, partners, internal teams, beneficiaries) using Canva and AI.

○ Utilize data visualization tools (e.g., Tableau, Power BI, Google Data Studio,) to create impactful dashboards and infographics that communicate complex data simply and effectively.

○ Present M&E findings internally and externally, advocating for evidence-based approaches.

Capacity Building & Collaboration:
○ Provide technical support and capacity building to program staff on M&E concepts, data collection methods, and reporting standards.
○ Collaborate closely with program teams to ensure M&E activities are integrated throughout the program lifecycle.
○ Stay abreast of best practices and innovations in M&E, data science, and AI, sharing knowledge across the organization.

Collaboration with Teams
○ Collaborate closely with marketing team to understand social media status of marketing campaign posts and recruitment posts
○ Work closely and visit to classes to check projects are implemented with projects/grants requirements
○ Collaborate with the tech team and other departments to identify key data needs and recommend system improvements, acting as the primary point of contact for data-related matters.

COMPETENCES:
● Deep understanding of program design, logic models, theories of change, and various evaluation methodologies.
● Profound passion for understanding and measuring the impact of programs and a commitment to evidence-based decision-making.
● Excellent interpersonal and communication skills, with the ability to work effectively with diverse teams and stakeholders.
● Ability to work independently, manage multiple tasks, and meet deadlines in a dynamic environment.

QUALIFICATIONS & REQUIREMENTS:
● Bachelor's degree in Social Sciences, Statistics, Data Science, Economics, Public Policy, Development Studies, Computer Science, or a related field. Master's degree preferred.
● Minimum of 3 years of progressive experience in Monitoring and Evaluation, ideally within education and social impact sectors.
● Demonstrated expertise in both quantitative and qualitative data analysis methodologies, with a proven ability to comprehend complex data and extract critical insights.

- Proficiency in statistical software (e.g., R, Python, SPSS, Stata) and advanced Excel for data manipulation and analysis.
- Experience with data visualization tools (e.g., Tableau, Power BI, Google Data Studio) is essential.
- Proficient in using reporting tools (e.g., Canva, AI)
- Proven ability to identify opportunities for automation within M&E processes and familiarity with tools/methods to achieve this (e.g., scripting, data pipeline tools).
- A track record of finding innovative ways to approach M&E challenges and improve existing processes.
- Exceptional report writing and presentation skills, with the ability to translate complex data into clear, actionable insights for diverse audiences.
- Fluency in English (Written)

Equal Opportunity Employer

MYEO is an equal opportunity employer. MYEO does not discriminate against any applicant for employment on any basis, including but not limited to: race, religion, sexual orientation, gender identity, age, disability, and marital status. MYEO welcomes and encourages candidates from underrepresented communities to join the team.

Qualified candidates are welcome to submit Curriculum Vitae (CV) and Motivation Letter to the following contact not later than 16-Jul-2025.

Email:hr@mymyeo.com

Note: Only short-listed candidates will be contacted.