

## **Plan International Myanmar**

### **Job Advertisement for MER Assistant**

Plan International is a global organization focused on advancing the rights of children and youth, especially girls, across both development and humanitarian contexts.

In Myanmar, Plan International implements integrated programming focused on child development and youth empowerment, with a special emphasis on supporting girls and young women. Our program areas encompass Early Childhood Care and Development (ECCD), Water, Sanitation, and Hygiene (WASH), Resilience and Disaster Risk Reduction (DRR), Child Protection, and Education. Additionally, we focus on Youth and Adolescent Development through Skills and Opportunities for Youth Employment and Entrepreneurship (SOYEE), as well as Leadership and Life Skills Development. Our efforts also extend to ensuring Food and Nutrition Security to promote healthier and more resilient communities.

Plan International is dedicated to creating safe environments for children and program participants, promoting practices that address their specific safeguarding needs and protection risks. We actively challenge and do not tolerate inequality, discrimination, or exclusion.

<b>Position</b>	: MER Assistant
<b>Report to</b>	: MER Coordinator
<b>Number of Position</b>	: 1 Position
<b>Location</b>	: Sittwe, Rakhine State
<b>Assignment Type</b>	: Six Months contract with possible extension
<b>Application Closing Date</b>	: 30 <sup>th</sup> May 2025, 5:00 PM
<b>Travel Percentage</b>	: 60%

#### **Job purpose:**

The MER Assistant will regularly update monthly monitoring data, manage data entry and analysis, and provide feedback to the project team. S/He will coordinate with project team members to gather monthly data and work closely with the MER Coordinator and Officer to manage the project database and oversee the data quality control process. Additionally, the MER Assistant will develop a systematic filing system, both in digital format and as hard copies. The post holder will also assist the MER Coordinator to develop a detailed monitoring plan to ensure the quality of project implementation.

#### **Dimension of the Role:**

- To strengthen the data management system.
- To build capacity of team members in data management.
- To document the project data and information.
- To support reporting and communication.
- Coordination and networking.

#### **Key Responsibilities:**

- Responsible for the developing systemic database, manage data quality and data verification process.
- Collect data and record from project team regularly and ensure the data entry for the project.

- To ensure data storage and security to protect against accidental loss, unauthorized transfer, tempering and unauthorized changes.
- Communicate with project team for any clarification and data variance and ensure complete and accurate data in the database.
- Regular maintain updated database to ensure all information is readily available for reporting.
- Responsible for management of data collected through varied formats (such as surveys), including preparing data entry template, supervising the accuracy of data entered from completed forms, generating reports and analysis
- Prepare and submit monthly/ quarterly and update database reports on time to MER Coordinator/Officer.
- Assist MER Coordinator/Officer in preparation of dataset or databases for donor reports and other External Stakeholder reports.
- Perform regular monitoring visits of project implementation with support and coordination from project teams.
- Conduct regular meetings with project managers to track and document implementation progress against the project indicators and agreed targets throughout the project cycle.
- Contribute in learning activities, joint meeting and monitoring visit among partners on project activities.
- Assist for the Monitoring, Evaluation, Research and Learning team in the Plan Myanmar Country Office (Yangon) to link and synthesize evidence for updates and management response.
- Assist in the development of PU-level and country level M&E framework alongside the MER team.
- Support in the implementation of field research in coordination with MERL team / consultants as necessary
- Carry out any other tasks assigned by supervisor.

### **Safeguarding and PSHEA**

- Ensure the delivery MERL activities in accordance with Safeguarding policies, procedures and guidance incorporate measures described in the standard Designing and Delivering Safe Programmes, Influencing and Research Work. This includes conducting risk assessments and implementing safeguarding and ethical protocols.
- Create a safe and supportive environment for all community members, particularly vulnerable groups such as women, children, and LGBTQ+ individuals.
- Ensure their work does not put children and programme participants at risk by continuously evaluating it through a safeguarding perspective, data privacy and discussing potential design or implementation with the children and programme participants.
- Promote the importance of safeguarding and PSHEA to colleagues in other organizations and children, their families, beneficiaries, and the wider community.
- Assume responsibility for reporting any instances of suspected child abuse or neglect immediately as per Plan Myanmar's policy.

### **Qualifications, Skills & Experience:**

- Bachelor degree and at least two years of progressive work-related experience including at least one year in the field of statistics, development and humanitarian operations, or another related field.
- Experience of working with children and communities.
- Strong understanding of international humanitarian standards, Child Protection Minimum Standards, principles and approaches.
- Understands organizational gender, safeguarding and PSHEA policies.



Until we are all equal

- Reflects on their value system and takes account of their biases towards individuals (including children and programme participants) in all their diversity.
- Understands the relevance of safeguarding and PSHEA including risks to MERL work
- Ability to use digital data collection (Kobo, Epi Data, etc)
- Ability to use one statically software (SPSS, STATA, etc)
- Strong knowledge in planning, monitoring, evaluation and mobilization
- Understanding of participatory methodologies
- Understanding of integrated development issues and child rights
- Good computer skills (Microsoft Word and Excel)
- Good negotiating and coordination skills
- Conceptual and analytical skills
- Good people skills; team builder
- Training and facilitation skills.

### How to apply:

Interested candidates who meet the above requirements are required to submit a cover letter, a comprehensive CV and details of three referees via e-mail only to: [Myanmar.CO@plan-international.org](mailto:Myanmar.CO@plan-international.org). Late applications will not be considered.

Subject line for application: **"MER Assistant\_ Sittwe"**.

Reference & background checks will be performed for successful candidates. Only shortlisted candidates will be contacted. Plan International is an equal opportunity employer and women are encouraged to apply. Plan International Myanmar is committed to the well-being of children, youth, and adults, and upholds the principles of gender equality. We have zero tolerance for Safeguarding and PSHEA issues. All staff and associates of Plan International Myanmar are required to sign and adhere to our Safeguarding Policy and PSHEA Policy at all times.