



## Plan International Myanmar Job Advertisement for MER Officer

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 Officer
<b>Report to</b>	: MER Coordinator
<b>Number of Position</b>	: 1 Position
<b>Location</b>	: Myitkyina, Kachin State
<b>Assignment Type</b>	: One Year contract with possible extension
<b>Application Closing Date</b>	: 27 <sup>th</sup> April 2025, 5:00 PM
<b>Travel Percentage</b>	: 50%

### Job purpose:

MER Officer works under the supervision of the MER Coordinator and collaborates closely with program and/or project managers, project officers, and partners especially with M&E focal points. He/she is responsible for supporting partners in the development and execution of the Monitoring, Evaluation, Accountability, and Learning works for respective projects, as well as implementing the community feedback mechanism (CFM) system across the programmes/projects in line with the policy and/or procedures of organization. He/she will support the data management process; he/she will ensure to monitor the progress and achievement for respective projects, too. This role also plays an important role in improving data quality, strengthening accountability practices, and learning across the organization and its partnerships.

### Dimension of the Role:

- Responsible for the developing a systematic database, managing the data quality, and overseeing the data verification process.
- Responsible for managing data collected in various formats, including developing data entry templates, ensuring the accuracy of entered data from completed forms, and generating reports and analyses.
- Responsible for supporting partners in the development and execution of the Monitoring, Evaluation, Accountability, and Learning works for respective projects, as well as implementing the community feedback mechanism (CFM) system across the programmes/ projects in line with the policy and/or procedures of organization.
- Ensure that all system or formats developed are consistently maintained, fully functional, and effectively support program management and donor requirements.



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### **Key Responsibilities:**

- Conduct regular routine data quality check aligned with Plan's data quality dimensions to ensure high-quality data.
- Communicate with the project team and/or partner to clarify any data discrepancies and ensure the database contains complete and accurate information.
- Regularly collect data and source documents from the project team and/or partners, ensuring all data is systematically stored in a secure location.
- Prepare and submit monthly, quarterly, annually M&E reports to MER Coordinator in line with the reporting flow and requirements.
- Ensure data storage and security to prevent accidental loss, unauthorized access, transfer, and manipulation, etc.
- Regularly conduct monitoring visits for Monitoring, Evaluation, Accountability, and Learning purposes in the respective project areas.
- Ensure that accountability practices, including CFM systems, are promoted across the respective projects.
- Ensure partner organizations have established and are maintaining a functional CFM system, with regular reporting in place.
- Will provide guideline and note for community awareness session for strengthening CFM system.
- To provide analysis of feedback data to MER coordinator, PUM regularly, and regularly follow up on pending feedback/complaints with project staff.
- Receive and record all complaint and feedback from children, beneficiaries, and other stakeholders.
- Ensure that timely response is provided to all complainants.
- Train project staff, support staff, and partner staffs on Data Management and CFM/AAP when needed.
- Work closely with all teams to ensure learning is documented and disseminated.
- Responsible for reading, understanding and following Plan's Child Protection Policy and Global Safeguarding Policy.
- Comply with Plan's financial operation procedure for any financial related issues or work.
- Carryout 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.
- Apply all relevant standards to their area of responsibility.
- Identify and address gaps within implementing standards in area of responsibility.
- Assume responsibility for reporting any instances of suspected child abuse or neglect immediately as per Plan Myanmar's policy.



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### Qualifications, Skills & Experience:

- Degree in development studies, education, social services or any development related field from a recognized university.
- At least two or three years of progressive work-related experience including at least one year in the field of statistics, humanitarian operations, or another related field.
- Technical knowledge in MERL and data management methodologies.
- Skilled in the use of Kobo Toolbox, remote monitoring, and surveys.
- Ability to use one statically software (SPSS, STATA, etc) is a plus.
- Experience utilizing computers including word processing, spreadsheet and other software packages.
- Understanding of international humanitarian standards, Child Protection Minimum Standards and adolescent and youth related standards, principles and approaches.
- Understands organizational gender, safeguarding and PSHEA policies.
- Reflects on their value system and takes account of their biases towards individuals (including children and programme participants) in all their diversity.
- Willingness to travel to remote areas as required.
- Ability to work in a diverse, multi-cultural setting with sensitivity to the local context.
- Positive attitude and personality with flexibility and ability to work well in diverse teams for desired outcomes.
- Understands the relevance of safeguarding and PSHEA including risks to MERL work.
- Prefer the person who understand local context.
- Fluency in Burmese and Kachin, and preferable for English proficiency.

### 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 Officer\_ Myitkyina**".

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.