

RE: VACANCY ANNOUNCEMENT

Job Title	Sr. MEL Coordinator
Employment status	Full time
Number of Position	1
Location	Yangon, Myanmar
Travel	Up to 30% of work time (travel to project areas in Myanmar)
Reports to	Director
Reporting to this position	MEL Coordinator and HIS Coordinator

Community Partners Myanmar (CPM) is a local community-based non-government organization, established in January 2012. CPM works together with local organizations to increase their capacity to deliver essential health, development, social, and humanitarian assistance services in Myanmar. CPM has nearly 10 years of experience in building the skills and resources of local partners (including faith-based organizations, local NGOs, community-based organizations, and ethnic health organizations). Currently, CPM is working together with Community-Based Organizations (CBOs) and Civil Society Organizations (CSOs) for delivering primary health-care services, education, livelihood, and community development services in sub-urban areas and remote areas.

CPM is seeking a qualified candidate to lead the Monitoring, Evaluation, and Learning System of the CPM Myanmar Program. Moreover, the Sr. MEL Coordinator will work closely with the Program Team (Health, Social Services, and Community Development Program) and Executive Management Team to ensure all the activities meet the MEL plans and strengthen the Organizational MEL System. This is a unique opportunity to gain valuable experiences and provide technical and strategic support to the Organizational MEL System and Health, Social Services, and Community Development Programs as needed in Myanmar.

Primary Responsibilities

- Lead monitoring, evaluation, and learning functions in Community Partners Myanmar to prepare MEL plans, reports, and indicators to capture project performance and results of the projects implemented across the country by CPM
- Provide technical inputs as necessary into the design and implementation of CPM monitoring and evaluation system, policy tools, and processes
- Oversee data collection, data entry, data verification, and analysis to measure project progress and achievements according to the MEL plan
- Work closely with partners M&E staff in terms of data collection activities and development of data collection tools
- Ensure appropriate flow of data and other key information for decision-making to program managers and other stakeholders
- Ensure all the M& E reports are timely reported to donors
- Make sure data are analyzed, developing dashboards and evidence is generated to document and disseminate the results for learning purposes
- Lead in developing learning brief, outcome evaluation and impact evaluation
- Lead in developing the M&E framework for the project, including baseline and evaluation requirements and surveys as needed
- Work together with HIS Coordinator in terms of Application and Web Development

No.1 (A), Ngwe Kyar Yan (10) Street, Ward (3), South Okkalarpa Township, Yangon, Myanmar.

Email: info@cpmyanmar.org

Regular Responsibilities

- Develop and maintain training curricula and handbooks, then conduct tailored training on such topics as presenting indicators, designing quality data collection tools, standardizing information systems, creating parameter queries, etc.
- Monitor and evaluate each project's overall progress on achievement of results
- Conduct regular site visits, Routing Data Quality Assessment (RDQA) and RSQA
- Maintain documentation and implementation of MEL activities that are in line with training curricula and practices, providing recommendations for changes as needed that are taken into account of the local context and mainstream emerging successful practices
- Review technical reports of CPM partner organizations, and provide feedback to partners focusing on data quality and M&E performance
- Ensure accurate and timely information is available to Senior Management Team and team members
- Regular analysis of information and development documents such as synthesis reports, and articles for learning purposes
- Support SMT for the monitoring and evaluation of CPM's strategic plan and annual operation plan's implementation
- Lead the internal and external program/ project evaluations as necessary and ensure the execution of baseline, periodic, and final evaluations as necessary in coordination with the program implementation team.
- Lead the process for the development of dashboards to view high-level key performance indicators
- Contribute to grants/ projects reporting and lead total reach annual compilation.
- Conduct other duties as assigned by the Director and Executive Director

Partner Support

- Access the M&E capacity of CPM partner organizations and develop a plan for M&E capacity-building activities for them as needed
- Regular monitoring visits to the partner organization and provide technical assistance on partners' M&E system according to their requirements
- Support necessary assistance in utilizing electronic databases and manipulating database objects for accurate data collection, analysis, report, and dissemination among stakeholders
- Provide capacity need assessment regarding M&E to partner staff and conduct/ facilitate necessary training as needed

Capacity Building and Supporting Other Staff

- Provide inputs and/or lead for survey/ research design, sampling, and questionnaire development
- Provide M&E, data collection, verification, and analysis training to internal staff as needed

Operations and Administration

- Maintain regular contact with M&E focal persons from partner organizations and other stakeholders
- Involve in the development of the team's work plan and cost estimation on a monthly/quarterly basis and communicate closely with CPM program team members for required operations

ESSENTIAL SKILLS

- Bachelor's degree in Medical/ Public Health and relevant field, with an advanced master's degree in a relevant field
- At least five years of experience in both implementing monitoring and evaluation systems as well as designing and maintaining a database
- Solid experience in developing and managing monitoring, evaluation and learning systems
- Having good analytical skills, and being an effective negotiator, with the ability to positively influence cross-departmental and cross-sectoral working with different teams
- Experience in managing and executing M&E activities for donor-funded projects, including experience in developing M&E capacity among staff and partners;
- Experience utilizing and managing database and information management software;
- Experience coordinating with key stakeholders, local CSOs, as well as local communities, for the design and implementation of surveys and other data collection techniques;
- Demonstrated familiarity with and understanding of participatory monitoring and evaluation techniques
- Proficiency in MS Office Applications (Word, PowerPoint, Excel, Access)
- Proficiency in Statistical Software (SPSS and/or STATA and/or Epi Info)
- Communicable written and spoken English
- Proven knowledge of Data Management methods and applications
- Proven good report writing skills, ability to present monitoring data and survey findings clearly
- Self-motivated and ability to work independently as well as being part of a team
- Highly organized and able to work to deadlines
- Confident and cooperative, even under pressure. Ability to quickly develop a strong understanding of the local cultural and political context and be able to motivate others and work successfully within these contexts
- Experience working on health-related projects or programs is a plus

APPLICATION INSTRUCTIONS

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to:

Email: hr@cpmyanmar.org

- The closing date for application is **5:00 PM, (5 July 2024, Friday)**, Yangon, Myanmar time.
- Please clearly mention the Position and Location you are applying for in the email Subject Line
- Including contact details of 3 professional references
- CPM is an Equal Opportunity Employer and considers all applicants based on merit without regard to race, religion, sex, gender identity, sexual orientation, ethnicity, national origin, age, marital status, or disability. CPM has a zero-tolerance policy on sexual exploitation and abuse, and fraud.
- Candidates are required to declare in advance should there be any relative or family member currently employed in CPM. Failure to do so can lead to termination of the employment contract even after successful selection.
- Because of the large volume of applicants, only shortlisted candidates will be contacted.
- Contract and position are contingent upon the successful award of the project and final approval by the donor