



## **SVNMM004**

### **Open to Internal and External Candidates**

Position Title : **M &E Assistant**  
Duty Station : **Yangon, Myanmar**  
Classification : **G-4**  
No. of Position : **1**  
Type of Appointment : **Special Short-Term with possible extension**  
Vacancy Number : **VA/2025/006**

Closing Date : **08 May 2025**

*Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.*

IOM is committed to the principle that safe and orderly migration is a benefit to migrants and society and is essential for achievement of the Millennium Development Goals. As a global intergovernmental organization, IOM supports governments to effectively manage the various challenges related to migration, and also provides assistance to migrants. In the health sector, this involves acting as a technical agency to address national priorities and as an implementing agency which partners with government, communities, and other agencies to strengthen health systems to meet the needs of hard-to-reach mobile populations, migrants, and their local host communities.

IOM's health programme in Myanmar comprise several projects that extend the reach of government health systems to locations which host internal migrants and are also transit, source, and return communities for international migrants. IOM's programme involves close partnership with government counterparts and builds capacity of partners and migrant hosting communities for health promotion, diagnostic and referral, treatment, and for extension of service delivery to vulnerable groups. The comprehensive package addresses key health challenges faced by migrants, including maternal and child health, tuberculosis, HIV/AIDS, Malaria, and in some locations primary care. The objective of the project is to reduce excess mortality and morbidity in earthquake affected populations by increasing access to and reduce barriers in accessing lifesaving health care services of the population of North-West and Mandalay Region through life-saving referral support.

### ***Core Functions / Responsibilities:***

Under the overall supervision of Chief of Mission and the direct supervision of Sr Programme Associate (M&E) in Yangon, and in close collaboration with Migrant Health Program staff in Yangon and field staffs, the incumbent will be responsible for IOM program

implementation Earthquake Response and Health Emergency project activities . In particular, she/he will be responsible to

- 1) In consultation with Senior Programme Associate (M&E), plan, design and implement M&E systems and strategies which enable the M&E team to ensure all the project progress is in line with agreed project documents, timelines, indicators, results and other project requirements.
- 2) Develop project management and reporting forms and templates to be used in all the project locations.
- 3) Working closely with the Senior Programme Associate (M&E) and Technical coordinator, National Officers, in Yangon office, establish a regular reporting mechanism within the project team and ensure all the reports are submitted in a flawless and timely manner.
- 4) Assist National Project Officer, Technical Coordinator and Program staffs to review the existing processes and methodologies connected to data collection, compilation, storage, and retrieval mechanisms.
- 5) Regularly collect and report any issues or best practices throughout the project management cycle
- 6) Carry-out monitoring and support supervision visits to project sites to facilitate implementation of data management processes.
- 7) Provide technical inputs for procedures for verifying the sources of data and to ascertain its accuracy for reporting.
- 8) Assist National Project Officer and Technical Coordinator to conduct capacity development trainings to project committee members.
- 9) Provide support to the assessment team in training newly recruited enumerators and conducting initial assessment.
- 10) Participate regularly in team meetings at Yangon and field levels
- 11) Assist to facilitate review and planning meetings, utilizing collected data to demonstrate achievements versus workplan and targets, as well as projections for use in planning; Roll-out a standard template for consistency across projects and from month to month.
- 12) Assist in coordination and monitoring data preparation cycles for monthly internal cycle and donor reports.
- 13) Perform such other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- University degree in Nursing, Community Health, Information Technology, Statistics, Data Management, Business Administration, or a related field from an accredited academic institution with at least two years of relevant experience.

### **Experience**

- Strong experience in health data management.
- Minimum of two years progressive responsibility in Sexual, Reproductive Health, Maternal and Child Health Experience in Health emergency data monitoring .
- Experience in performing monitoring, evaluation, and research.
- Previous working experience with UN, INGO, or NGO.
- Excellent computer skills, including office applications; database development and management capacity an asset.

- Experience in the usage of office software packages (MS Word, Excel, Access etc.) and knowledge of spreadsheet and data analysis
- Maintains confidentiality and discretion in appropriate areas of work.

### **Skill**

- Capacity to work independently, efficiently with flexibility.
- Good interpersonal, communication skills including ability to liaise with government staff, provide health education, and establish links with local and effective community in non-judgmental way.
- Experience working with international organizations, international humanitarian organizations, non-government organization is an advantage
- Excellent communication and negotiation skills; ability in developing liaison with governmental authorities and partner agencies is an advantage
- Experience of managing and developing a team, teamwork oriented and ability to lead and develop others.
- Excellent communication and negotiation skills; ability in developing liaison with governmental authorities and partner agencies

### **Languages**

For all applicants, fluency in Myanmar and English is required (oral and written).

### ***Required Competencies***

#### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

#### **Core Competencies – behavioural indicators**

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

### ***Other***

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, and security clearances.

***How to apply:***

Interested candidates are invited to submit an application letter together with complete duly filled and signed Personal History Form (PHF) (copies of certificates and further documents are not required at this stage) to below address;

International Organization for Migration (IOM)  
Mission in Myanmar – Yangon Office  
No.50-B, Thiri Mingalar, 2nd street,  
Ward 8, Kamayut Township,  
Yangon, Myanmar  
Tel: +95 9 7323 6679, +95 9 7323 6680  
Email: [hryangon@iom.int](mailto:hryangon@iom.int)

***Posting period:*** From 25 April 2025 to 08 May 2025

***Female candidates and people living with disability are especially encouraged to apply.***