

Vacancy Announcement

(VA- 044/2025)

Position Title – **Township Monitoring and Evaluation Coordinator**

Number of Position – **1 Post**

Location – **Base in Sagaing Township, Sagaing Region**

Grade – **C2**

Closing of Application – **24th June 2025, 5:00 PM MMR Time**

Our organization is a non-profit organization operating in Myanmar. We implement health programs aimed at strengthening and improving community access to coordinated, effective, and comprehensive healthcare services. Our key focus areas include disease control, RMNCHN (Reproductive, Maternal, Newborn, Child, and Adolescent Health and Nutrition), WASH (Water, Sanitation, and Hygiene), and emergency response initiatives.

Position Summary

Under the direct supervision of Project Officer and technical supervision from Sr M&E Officer, Township M&E Coordinator has overall responsibility for the successful management and implementation of M&E related activities of Integrated Health & Nutrition Project.

Specific Duties and Responsibilities

- ❖ Perform Data entry, Data cleaning, Data Combination, Data Compilation, Data Validation, and Data Verification of project data
- ❖ Review, analyze project results, compare with project objectives, expected results, and all related indicators required for program improvement and sharing finding reports, and presentations, as needed for program improvement
- ❖ Responsible for data maintenance and updating database in timely basis
- ❖ Ensure systematic storage and organization of all health data soft files
- ❖ Assist in developing and implementing M&E tools, frameworks, and guidelines
- ❖ Conduct regular field visits to project villages to monitor the project activities

and services provided by IHN project

- ❖ Conduct quarterly monitoring visits to assigned townships to assess implementation progress and measure outcomes against project indicators and objectives
- ❖ Assist in emergency referral systems by ensuring timely data collection and reporting
- ❖ Collaborate with field teams to monitor and evaluate referral processes and other project related activities
- ❖ Assist technical inputs and share M&E aspects in regular coordination meetings
- ❖ Prepare and submit CFM report, Monthly Health Databases, and shock report to Supervisor in a timely manner
- ❖ Respect and adhere to internal policies and guidelines
- ❖ Perform any other tasks assigned by the supervisor

Skill and Requirement

- ❖ Bachelor degree in related field (preferably Health related degree or Statistics).
- ❖ Preferably with experiences in M&E related fields
- ❖ Considerable knowledge and experiences of planning, implementation in related field
- ❖ Good written English
- ❖ Ability to use computer program such as Microsoft Office Package and Statistical software
- ❖ Ability to work systematically, accurately, independently and under pressure in a physically challenging environment
- ❖ Flexibility - ability to work with multi-disciplinary and multi-cultural people, open-minded, good communication skills, ability to listen, diplomacy
- ❖ Strong Interpersonal and organizational skills with ability to manage staffs and address conflicts as necessary
- ❖ Able to travel to field (Project Areas).

- ❖ Respect and regard internal Policy.

What we offer is:

- ❖ Competitive Salary (40 hours per week)
- ❖ 13 months bonus
- ❖ Yearly increment
- ❖ Communication Allowance and Health Care Allowance
- ❖ Cost of Living Allowance in defined areas
- ❖ All gazette public holidays as paid off-days
- ❖ 18 paid leave days annually, including 6 casual leave days.
- ❖ Additional leave types: medical leave, compensatory leave, compassionate leave, maternity and paternity leave, and training leave.
- ❖ Life Insurance package

How to Apply

Candidates are required to submit their application, which should include a **curriculum vitae and an application letter**, as a single attachment in either Word or PDF format. Applications must be sent to **headquarter.hrm@gmail.com**, with the subject line clearly stating "**Township Monitoring and Evaluation Coordinator VA-044/2025**".

Remark: Applications will not be considered if the applied position is not mentioned correctly. Only shortlisted candidates will be contacted for an interview. Additionally, applications received after the closing date and time will not be considered.

Our organization is an equal opportunity employer, committed to achieving workforce diversity in terms of gender, nationality, and culture. Organization upholds a zero-tolerance policy on fraud, corruption, sexual exploitation, harassment, and abuse, and expects all employees to adhere to the organization Code of Conduct, including its child protection standards.

HR Unit

Email: headquarter.hrm@gmail.com