



**Myanmar Health Assistant Association
Vacancy Announcement
(VA- 050/2024 MHAA-HR)**

Position Title	Monitoring and Evaluation Officer
No of post	1 Post
Department/Project	Providing life-saving essential Health services in Myanmar, including Covid 19 during Humanitarian Crisis (PLH) Project
Location	Head Quarter, Yangon.
Report to	Project Manager
Grade	D1
Application Deadline	10 May 2024 (ASAP)

Myanmar Health Assistant Association (MHAA) is organized with Health Assistants and is a national association of public health professionals devoting towards accessible and equitable quality public health services through health promotion, prevention and control of diseases. MHAA stands as a united, independent organization earning public trust and international recognition. MHAA works in Myanmar to execute health programs that focus on strengthening and enhancing community access to coordinated, effective, and comprehensive health care services. MHAA is actively implementing programs in 89 townships of Myanmar in the areas of disease control, RMNCHN, WASH and emergency response. Accountability, respect for human dignity, empathy, non-discrimination, integrity, and professionalism are among the MHAA's core values. Please visit www.myanmarhaa.org to learn more about the MHAA.

Position Summary

Under the direct supervision of the Project Manager and with technical guidance from Central M&E team in Yangon, the M&E Officer is responsible for effective implementation of monitoring and evaluation activities of "Providing life-saving essential health services in Myanmar, including Covid19 during Humanitarian Crisis" project.

Key Responsibilities and Accountabilities

- ❖ Planning and implementing data collection activities, data-based program decision-making, and results reporting at field level
- ❖ Provide support in monitoring and evaluation, learning including to prepare M&E plans, reports, mapping and indicators to capture project performance
- ❖ Conduct base-line data assessment in the field level as requested by M&E team
- ❖ Verify the M&E reports and data-base are accurate, timely, complete, consistent
- ❖ Ensure appropriate flow of data and other key information for decision making to Project Manager and other key stakeholders as agreed with M&E team
- ❖ Conduct monitoring visits to project sites and submit monitoring reports
- ❖ Support program implementation with data analysis and presentation of results through regular meetings with Project manager and Deputy Central Program Manager
- ❖ Review, analyze and coordinate project results, compare with project objectives, expected results and all related indicators required for program improvement
- ❖ Support the M&E team and field team in documentation of project activities
- ❖ Travel as appropriate to other program sites to assist in monitoring and evaluation
- ❖ Represent as focal person of project for M&E related dealing with stakeholders
- ❖ Work closely with other colleagues on the team as necessary
- ❖ Undertake other relevant duties assigned by supervisor

Skill and Requirement

- ❖ Hold a Bachelor Degree in any field preferably Health related and Social Sciences background.

- ❖ At least 2-3 years of experiences in related field
- ❖ Good oral and written English and must have computer skills.
- ❖ Advanced level of computer literacy using the Microsoft Office package, GIS mapping, Power BI
- ❖ Strong knowledge of statistics and experience using statistical software for analyzing data
- ❖ Good analysis and report writing Skills
- ❖ 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 and diplomacy
- ❖ Respect and regard Myanmar Health Assistant Association (MHAA) Policy
- ❖ Follow the HR rules and regulations of MHAA with the direct supervisor

Application Instruction

Candidates should submit their application, including their curriculum vitae and application letter, in one attached file (either Word or PDF file), to the Myanmar Health Assistant Association at hr.recruitment@myanmarhaa.org, quoting " **Monitoring and Evaluation Officer VA-050/2024 MHAA-HR**" and referring clearly to the vacancy announcement number and location as advertised in the subject line. The deadline for applying is **May 10, 2024** Myanmar time.

- **Application will not be successful if applied position is not mentioned correctly.**
- **Only short-listed candidates will be contacted for interview. Telephone query will not be answered.**
- **Application received after the closing date and time will not be considered.**

HR Unit

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MHAA is an equal opportunity employer. We welcome applications from all qualified candidates, regardless of race, ethnic origin, religion, age, gender, sexual orientation, or disability. MHAA has a zero-tolerance policy on fraud and corruption, sexual exploitation, harassment, and abuse, and expects the commitment of its employees to the MHAA Code of Conduct including child protection.