



**Myanmar Health Assistant Association
Vacancy Announcement
(VA- 070/2024 MHAA-HR)**

Position Title	Monitoring and Evaluation Officer
No of post	1 Post
Department/Project	WASH Project
Location	Bogale Township, Ayeyarwaddy Region.
Report to	Project Manager/ Assistant Monitoring and Evaluation Manager
Grade	D1
Application Deadline	5 July 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

The Monitoring and Evaluation Officer is responsible for conducting project M&E activities including baseline sanitation and hygiene assessment, end-line assessment, and annual project review meeting. He/she's responsibilities also include monitoring the project's performance and measuring its progress toward the intended targets.

Key Responsibilities

Project Implementation

- ❖ Develop and update project monitoring tools including forms, questionnaires, check lists etc; with the support from Central M&E Team.
- ❖ Entering and updating required data in database appropriately and take responsibilities for checking databases, compilation of data, conducting data verification.
- ❖ Ensure all data are accurate and complete by conducting consistent data quality monitoring.
- ❖ Facilitate and assist needs assessment, market survey, and end-line survey.
- ❖ Responsible for organizing and supervising the field pre-testing of the household survey tools and documenting feedback on the appropriateness of the various components of the survey tool.
- ❖ Monitor overall progress of the project and ensure tracking performance through the collection of appropriate and credible data and other evidence on achievement of results;
- ❖ Assist in compiling the relevant information required for the preparation of quarterly and annual work plans, reports, and other M&E-related documents and correspondence.
- ❖ Responsible to submit the assigned reports in accordance with the reporting channel/ schedule as well as assist in internal and donor reports.
- ❖ Responsible for preparing and submitting Human Interest Story, M&E reports, donor reports in line with formats stipulated by the donor.
- ❖ Systematically keep all project data, soft files and hard files of the project information with proper filing, documentation and maintenance.
- ❖ Perform data backup on regular basis as per agreed M&E system.
- ❖ Join and facilitate M&E-related meetings and training when necessary.
- ❖ Make field visits to project townships to assist in RDQA and capacity building sessions as required.
- ❖ Lead and coordinate of project and programme review and lesson learn workshop to ensure the programme quality and improvement.

- ❖ Assist in extracting critical lessons learned and good practices from monitoring reports, and also preparing Human Interest stories.

Others

- ❖ Perform other duties as assigned by supervisor.
- ❖ Respect and regard Myanmar Health Assistant Association (MHAA) Policy.

Skills and Requirements

- ❖ Bachelor's degree or equivalent in social sciences, statistics or related field, preferable Health related degree.
- ❖ At least 2 years experiences in M&E related fields and preferable experience in writing success story or human-interest story.
- ❖ Good English language skills and ability to create Quality Report
- ❖ Ability to use statistical software and data analysis software
- ❖ Good analytical and report writing skills
- ❖ Considerable knowledge and experiences of planning, implementation in related field.
- ❖ Ability to work systematically, accurately, independently and under pressure.
- ❖ Flexibility - ability to work with multi-disciplinary and multi-cultural people, open-minded, good communication skills, ability to listen and 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 Myanmar Health Assistant Association (MHAA) Policy.

Application Instructions

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-070/2024 MHAA-HR**" and referring clearly to the vacancy announcement number and location as advertised in the subject line. The deadline for applying is **July 5, 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

Myanmar Health Assistant Association (MHAA)

TB Hospital Road, Aung San, Insein Township, Yangon, Myanmar.

Phone: (+95) 9409832273

Email: hr.recruitment@myanmarhaa.org

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.