

VACANCY ANNOUNCEMENT

(VA_013/2025 CL_HR)

The CL Organization is looking for a qualified “ **M & E and Data Assistant**”

Position	: M & E and Data Assistant
Number of Position	: 1 Position
Report to	: Project Coordinator
Duty Station	: Kayin State
Project Period	: 7 Months
Application Deadline	: June 18 th , 2025 (5:00 PM) Myanmar Time

CL Organization

CL Organization is a non-governmental, non-profit, non-political and non-religious local CSO that welcomes everyone regardless of their religion, race, ethnicity, or Gender and is willing to work for the best of society. CL's mission is to enhance the sustainable livelihoods and healthy lifestyles of local vulnerable people and farmers by implementing various training and projects (domestic skills, agricultural training, business start-ups, marketing training, land use training, and health care knowledge) in Myanmar.

POSITION SUMMARY: The M & E and Data Assistant will support the effective monitoring, evaluation, and learning of a multi-component health and protection project focused on Primary Health Care (PHC), Sexual and Reproductive Health and Rights (SRHR), and Gender-Based Violence (GBV). The role involves data collection, entry, quality assurance, analysis support, and reporting on various field activities, including mobile clinics, awareness-raising sessions, emergency referral support, capacity building, and advocacy campaigns.

Key Responsibilities:

- Support the collection of quantitative and qualitative data related to:
 - PHC and SRHR awareness-raising sessions
 - Midwifery-led SRHR mobile clinics
 - Emergency referral support (EmOC-60, ECC-60)
 - Adolescent and youth SRHR education
 - SRHR capacity building trainings (ANC/PNC, FP, BeMOC, CMR, MISP, PAC)
 - GBV awareness sessions and referral tracking
 - Dignity kit distributions and PWD/conflict-affected referral support
 - Advocacy events (IWD, IYD, 16 Days of Activism, Disability Days)
- Ensure timely and accurate data entry into databases, tracking tools, or M&E systems.
- Maintain organized and confidential documentation of all program activities.
- Conduct regular monitoring visits to project sites to verify activity implementation and data accuracy.
- Collect feedback from beneficiaries and stakeholders using structured forms or participatory methods.
- Support pre/post assessments, beneficiary verification, focus group discussions (FGDs), and key informant interviews (KIIs) where applicable.
- Assist in compiling monthly and quarterly M&E reports for internal use and donor reporting.
- Identify inconsistencies or gaps in data and report findings to the M&E Officer.
- Contribute to visual presentations (dashboards, graphs, charts) that illustrate project progress.
- Support training and orientation of field staff and community facilitators on data collection tools and reporting templates.
- Participate in internal reflection sessions, learning reviews, and assessments.

- Help ensure feedback and complaint mechanisms are functioning and accessible at community level.
- Uphold confidentiality, respect, and ethical standards when handling sensitive information, particularly regarding GBV survivors and adolescents.

Qualifications and Experience:

- Bachelor's degree in Public Health, Social Sciences, Statistics, Development Studies, or related field.
- At least 1–2 years of experience in M&E, preferably in SRHR, GBV, health, or protection programming.
- Familiarity with monitoring tools and mobile data collection platforms (e.g., KoboToolbox, ODK).
- Strong data entry, cleaning, and analysis skills (Excel, Google Sheets; knowledge of SPSS/Stata/Power BI is an asset).
- Experience in fieldwork and working with vulnerable populations, especially women, youth, and IDPs.
- Good written and verbal communication skills in English and Sagaw Karen.
- Accuracy and attention to detail
- Team player with strong collaboration skills
- Analytical and problem-solving ability
- Respect for cultural sensitivity and protection principles
- Proactive and willing to learn

Others:

1. Any other task requested by he/she supervisor for efficient program implementation.

Application Process:

- Interested candidates should submit their resume, Cover Letter, and 2 referees via email only to hrteams83@gmail.com. Two referees, one from HR Department and one from line Manager/Supervisor from the most previous job.
- Quoting “M & E and Data Assistant VA_013/2025 CL_HR” and Referring clearly to the Vacancy Announcement number and Location as advertised in the Subject Line.
- Mention Expected Salary range for this position in your CV.
- Applicants are kindly request to attached a recent passport-size photo along with CV.
- We encourage to apply for those who are available for immediate joining and short-term period.
- **The Application is a higher priority if mentioned correctly and completely.**
- Late submitted application will not be considered. Only shortlisted candidates will be contacted.

“CL is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct at all times (both during work hours and outside work hours)”.