

VACANCY ANNOUNCEMENT

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

Position	: M & E and Data Officer
Number of Position	: 1 Position
Report to	: Project Manager
Duty Station	: Hpa-An, Kayin State
Project Period	: 1 Year (Possible extension)
Application Deadline	: March 24 th , 2025 (5:00 PM)

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 **Monitoring & Evaluation (M&E) and Data Officer** will support the project team in data collection, entry, analysis, and reporting to ensure effective implementation, tracking, and evaluation of project activities. The role will contribute to ensuring accountability, learning, and evidence-based decision-making for project interventions such as community advocacy, disaster risk reduction (DRR), safe migration awareness, vocational training, and small-scale infrastructure projects.

Key Responsibilities:

- Assist in collecting quantitative and qualitative data from project beneficiaries, stakeholders, and community members using surveys, interviews, focus group discussions, and participatory rural appraisals (PRAs).
- Support in conducting post-distribution monitoring (PDM) to assess the impact of provided emergency response materials and small-scale infrastructure projects.
- Ensure timely and accurate data entry into M&E databases and management systems.
- Maintain proper documentation and filing of data collection tools and reports.
- Support the project team in tracking project indicators and progress against targets outlined in the Community Action Plans (CAPs).
- Conduct regular field visits to monitor project activities such as vocational training, Village Savings and Loan Associations (VSLAs), and capacity-building sessions for youth and women's groups.
- Assist in organizing and facilitating project orientation meetings and safety audits in communities.
- Participate in safety audits and provide data-driven insights for improving project interventions.
- Compile and assist in preparing periodic M&E reports, including beneficiary feedback summaries, lessons learned, and success stories.
- Assist in the preparation of infographics, presentations, and data visualization to support project reporting.
- Ensure adherence to data protection policies and ethical data collection standards.
- Contribute to learning and knowledge-sharing by documenting best practices and challenges in project implementation.
- Assist in capacity-building activities for project staff and community members on data collection and M&E principles.

Qualifications & Experience:

- Bachelor’s degree in Statistics or a related field.
- At least 2 years of experience in monitoring & evaluation, data management, or research in humanitarian/development programs.

- Knowledge of qualitative and quantitative data collection tools and methodologies.
- Experience with M&E frameworks, log frames, and result-based management approaches.
- Strong proficiency in Microsoft Excel, data entry tools, and M&E software.
- Familiarity with disaster risk reduction (DRR), safe migration, and community-led development approaches are an advantage.
- Good interpersonal and communication skills with the ability to work with diverse stakeholders.

Key Competencies:

- Attention to detail and strong organizational skills.
- Ability to analyze data and produce clear reports.
- Strong teamwork and adaptability in dynamic field settings.
- Commitment to accountability and community participation.

Professional Standards

1. Commit to CL Way (Code of Conduct / Organization's Policies)
2. Commit to ensuring the optimal implementation of these policies in its framework.

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. Late application will not be considered. We encourage to apply for those who are available for immediate joining. Only shortlisted candidates will be contacted. **For 2 referees, one from HR Department and one from line Manager/Supervisor from the previous job.** Reference & Background checks will be performed for successful candidates.

Equal Opportunity Employer: CL is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.