**Vacancy Announcement**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>HSS Manager (M&amp;E)</th>
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<tbody>
<tr>
<td>Department</td>
<td>Monitoring and Evaluation</td>
</tr>
<tr>
<td>Employment status</td>
<td>Full</td>
</tr>
<tr>
<td>Location</td>
<td>Yangon, Myanmar</td>
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<tr>
<td>Travel</td>
<td>50%</td>
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<tr>
<td>Reports to</td>
<td>HSS Director</td>
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<tr>
<td>Reporting to this position</td>
<td>HSS Coordinator (M&amp;E)</td>
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**Community Partners International (CPI)** is a U.S. nonprofit organization working in partnership with conflict-affected, hard-to-reach and underserved communities in Southeast Asia to expand access to quality health services and generate the resources, local capacity and coordination necessary to meet their own health, learning, and development needs. CPI’s Asian headquarters are located in Yangon, Myanmar, and the organization maintains field offices throughout Myanmar.

**Primary Responsibilities**

- Develop and maintain strategic direction of Community Partners International’s vision and steer the program monitoring and evaluation department.
- Review and update program indicators, monitoring and evaluation frameworks and plans periodically relevant to National Strategies, donor’s strategies and CPI strategies together with respective program team members.
- Strengthen health information system in terms of utilizing information and communications technology (ICT) and lead the way forward to eHealth strategies in line with National strategies for both CPI and partners.
- Coordinate with Communication and Development Director for annual fact sheet and communication material development and HSS Manager (Strategy) for software and database development.
- Provide technical assistance as necessary into the design and implementation of CPI monitoring and evaluation system, policy tools, data visualization tools and processes.
- Oversight data quality management and ensure data source, data collection, analysis and provision of required inputs to program teams to ensure the evidence-based decision making for better programmatic performance and responsible for timely report to respective program.
- Provide close mentoring to M&E team members for long run progress and coach the capabilities of human resources to optimize the productivity, maximize team spirit and momentum to reach organization’s expected goal.
- Maintain sound coordination mechanism with expertise from various departments and
partner organizations.
- Strengthen existing monitoring and evaluation systems of CPI’s implementing partners and ensure the quality of data.
- Scale up the existing data analysis and interpretation skill of CPI’s partners focal for sustainable M&E system performance.

**Regular Responsibilities**
- Plan and conduct regular monitoring visits with team members and perform trainings on Routing Data Quality Assessment (RDQA).
- Develop and update training curricula and handbooks, conduct trainings on such topics as presenting indicators, designing quality data collection and monitoring tools, standardizing information systems, creating parameter queries, etc.
- Regular review and update existing standard operation procedures to be acceptable and convenient with specific local context.
- Supervise team members on documentation and implementation of M&E activities which are in line with training curricula, practices and donor agreement, providing recommendations for changes as needed that are taken into account of the local context and mainstream emerging successful practices.
- Review/clearance of technical reports from CPI’s partner organizations, and provide feedback to team members to be able to deal with partners focusing on data quality and M&E performance.
- Organize regular monthly team meeting to review the effectiveness of work done and plan for upcoming month and report the progress to HSS Director.
- Ensure accurate and timely notification to senior management team members for technically sound decision making.
- Conduct any other tasks as necessary.

**Partner support**
- Access M&E capacity of CPI partner organizations and develop a plan for M&E capacity building activities.
- Regular monitoring visit to partner organizations and provide technical assistance to strengthen partners’ M&E system according to their requirements.
- Support necessary assistance on utilizing electronic database and manipulating database objects for accurate data collection, analysis, report and dissemination among stakeholders.

**Capacity building and supporting other staff**
- Assist in writing grant proposals and in developing indicators for the proposals.
- Provide inputs for survey/research design, sampling and questionnaires development (if necessary).
- Monitor the capabilities of team members and arrange the required support (both in house
and out sources trainings).

**Operations and Administration**

- Maintain regular contact with M&E focal persons from donor agencies, partner organizations and Ministry of Health and Sports (MOHS).
- Involve in the development of team’s work plan and cost estimation in monthly basis and communicate closely with CPI program team members for required operations.

**ESSENTIAL SKILLS**

- Bachelor/Master degree in Medical/Public Health/Research and relevant field, with an advanced degree preferred.
- At least five years of experience in both implementing monitoring and evaluation system as well as designing and maintaining database.
- Experience in managing and executing M&E activities for donor-funded projects, including experience in developing M&E capacity among staff and partners.
- Experience utilizing and managing database and information management software.
- Demonstrated experience in the design and implementation of qualitative and quantitative methodologies.
- Experience coordinating with governments, ministries and/or local CSOs, as well as local communities, for the design and implementation of surveys and other data collection techniques;
- Proficiency in MS Office Applications (Word, PowerPoint, Outlook, Excel, Access)
- Prefer proficiency in Statistical Software (SPSS and/or STATA and/or Epi Info).
- Fluent communication skills in both writing and speaking English.
- Proven good report writing skills, ability to present monitoring data and survey finding clearly.
- Self-motivated and ability to work independently as well as being part of a team.
- Able to cope up under stressful condition.
- Ability to quickly develop a strong understanding of the local cultural and political context
- Able to motivate others and work successfully within these contexts.

**APPLICATION INSTRUCTIONS**

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to:

Community Partners International  
No. (81), University Avenue Road,  
Shwe Taung Gyar Ward (1), Bahan Township,  
Yangon.  
Ph: 01-525 729, 523 356  
OR  
Email: hr.ygn@cpintl.org

- The closing date for application is 17:00pm, **(12-Mar-2020, Thursday)**, Yangon, Myanmar.
- Please clearly mention the Position and Location you are applying for in the email Subject Line.
• CPI is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, religion, sex, gender identity, sexual orientation, ethnicity, national origin, age, marital status, or disability.
• Candidates are required to declare in advance should there be any relative or family member currently employed in CPI. Failure to do so can lead to termination of the employment contract even after successful selection.
• Because of the large volume of applicants, only shortlisted candidates will be contacted.
• Contract and position is contingent upon successful award of the project and final approval by the donor.