

Vacancy Announcement

Position: M&E Officer
Duty Station: Yangon, Myanmar

We are a secular, non-profit, and non-governmental organization (NGO) dedicated to humanitarian aid, rehabilitation, and development. Our main emphasis lies in Water, Sanitation, and Hygiene (WaSH) initiatives, which frequently overlap with various sectors such as basic infrastructure, distribution of food and non-food items (NFI), disaster risk reduction (DRR), and livelihoods.

Through participatory methods, our teams strive to cultivate community ownership and facilitate capacity building. We engage in strategic partnerships with local collaborators, enhancing their technical and operational capabilities. Additionally, we provide support to grassroots organizations, contributing to the reinforcement of civil society engagement.

Position:	M&E Officer	Location:	Yangon
Report To:	Program Coordinator	Starting Date:	ASAP
Department:	Program		
Type of Contract:	National Position; the post requires a 3-month probation period.		
Basic Salary and Benefits:	G4L1 (Negotiable based on experience and qualifications.) Health and Life insurance package included.		

Duties & Responsibilities

The job of the M&E Officer includes the following duties and responsibilities:

Overall:

- Work closely with Field team to provide M&E support and guidance for organization's projects, including coordinating with project coalition partner staff.
- In coordination with program coordinator, monitor project implementation, progress towards project indicators, and project outcomes of projects and provide input for project reports, in close coordination with project coalition staffs.
- Provide regular and timely updates to Program Coordinator on project progress.
- Guide and manage data collection and data management processes, ensuring necessary, accurate and quality data is collected and stored, and project staff are trained and supported.
- Coordinate with Yangon Program team to establish and maintain the organization's Community Feedback Mechanism (CFM) and Protection from Sexual Exploitation and Abuse (PSEA) approach
- With the coordination with Program Coordinator, develop the systematic data collection and MEAL plan for projects
- Review the project progress and report the feedback to projects to ensure the projects are in progress and in line with crosscutting issues
- Based on the projects, support Program Coordinator with annual reports and monthly reports

On-going M&E support:

- Work closely with field implementation team and partners to provide M&E support and guidance for the projects, including coordinating with project coalition partner staff.
- In coordination with PC, monitor project implementation, progress towards project indicators, and project outcomes for the organization and provide input for project reports, in close coordination with project coalition staff.
- Provide regular and timely updates to Program Coordinator on project progress.
- Ensure project M&E tools, templates and forms (e.g., M&E Framework, M&E Plan, data collection tools, reporting formats etc.) are used effectively by the project team.

- Provide orientations and/or trainings on M&E related topics for project staff as needed (e.g. understanding log frames, data collection best practice, data protection, using Kobo Toolbox etc.).
- Work in coordination with program coordinator and project staff to ensure M&E activities and corresponding budget are included in project workplan and budget forecasts.
- Conduct regular field monitoring visits to project area to verify the accuracy of project reports, ensure the quality of data collected, and provide support to project staff on M&E processes.
- Document learning gathered from routine project monitoring activities and meetings with project staff, and work on feedback and guidance to improve the quality of project and to be in line with project goal
- In coordination with project team and partners, collect case studies and stories of project participants.
- Actively participate in relevant project coalition meetings and workshops and present relevant M&E updates (e.g., annual project coalition review and learning workshops).
- In coordination with Yangon Program team, provide support and guidance to project team to prepare for and conduct baseline survey, and establish project baselines for all project indicators.

Data management:

- Guide and manage data collection and data management processes in project areas, ensuring quality data is collected and stored, and project staff are trained and supported.
- Ensure project documents are stored securely and regularly backed up following data protection best practices, including hard copy and electronic / soft copy documents.
- Contribute to and support periodic project assessments such as knowledge, attitude and practice (KAP) surveys, post-distribution monitoring (PDM) surveys, needs assessments.

Other:

- As a Yangon program team member, actively participate in meetings, trainings, workshops, and team-building activities.
- Undertake other duties relevant to job description, skills and experience as assigned by the Program Coordinator and Head of Programmes.

Position Requirements

- Bachelors or relevant education in community development, statistics, social or development related studies.
- At least 3 years of experience in humanitarian and/or development work.
- Minimum 2 years of experience with skills in monitoring, evaluation, learning and reporting.
- Demonstrated experience and knowledge in developing and managing databases.
- Experience with data collection using packages like MS-Excel, MS-Word, KoBo Toolbox, etc.
- Well organized, efficient, with excellent attention to detail.
- Ability to manage multiple tasks with different deadlines and priorities.
- Ability to take initiative and problem solve.
- Able to work well in a team and live in challenging situations.
- Strong interpersonal and communication skills.
- Fluent in Myanmar and English languages.
- Excellent computer skills, with demonstrated competence in Microsoft Office applications Excel, Word, PowerPoint and Outlook (English and Myanmar).
- Willingness to travel to project villages for monitoring purposes (as needed, and as situation allows).
- Experience and knowledge on WASH and DRR projects is preferable.

The organization applies a zero-tolerance policy towards Fraud and Corruption.
The organization is committed to a diverse and inclusive environment. Women, ethnic minorities and persons with disabilities are encouraged to apply.
In line with the organization's policy on Protection of Sexual Exploitation and Abuse, successful candidates will be required to undergo PSEA training and agreed to abide by the policy.

APPLICATION PROCESS:

Interested candidates should apply by submitting their full CV, cover letter and contact details of 3 Referees by email to: recruitment.mmr.2024@gmail.com. Please use subject heading: "Ref: Vacant Position-M&E Officer-Yangon."

Deadline for applications: **Open until 6.6.2025**

We regret to inform you that only shortlisted candidates will be contacted for interview.

Due to the urgent need to fill this position, qualified candidates may be contacted on a rolling basis before the application deadline.

"Our organization is committed to providing a transparent and fair recruitment process. As part of this commitment, we guarantee that no fees will be charged at any stage of the recruitment process"