



SHWE KYUN THAR Network

Office: # 66, Ward (7), Bogyoke Aung Sun Street, Chaung Zon Township, Mon State, Myanmar. (sktcz.mon@gmail.com, skt.humanresource@gmail.com)
09- 784810030, 09785216993

Vacancy Announcement

VACANCY ANNOUNCEMENT

(Local Candidates Only)

SHWE KYUN THAR (SKT) is a registered non-governmental organization in Mon State, Myanmar. Since 2014, SKT has collaborated with Save the Children International, Helvetas Myanmar, Ipas Myanmar, UNFAO, UNOPS, IOM, the NGO Child Rights Working Group, the Case Management Group, and the Mon CSOs Network. SKT focuses primarily on Child Rights Governance, Protection (including Child & Adult Protection, Safe Migration, Anti-Human Trafficking, and Labor Rights), Education in Emergencies (EiE), and Community Development—actively promoting the UNCRC, Child Rights Law, social accountability, livelihoods, and youth participation in decision-making processes.

SHWE KYUN THAR (SKT) invites qualified and dedicated applicants for the following post:

Post Title	MEAL Assistant – Grade E1
Number of Posts	(1) Position (Residents of Tanintharyi Region Only)
Duty Station	Dawei Townships (with frequent travel to SKT Sub Office and field project sites)
Starting Date	As Soon as Possible
Reporting to	Project Manager

GENERAL ASSIGNMENT: ECHO-funded by ADRA, SKT will promote the thematic of education for both literacy and providing the learning space, materials, and other necessary awareness and student kits will cover those school children and volunteers. Therefore, MEAL assistance is required to facilitate the MEAL process for the project, support the development and implementation of project activities, and communicate with the communities, field staff, and program staff to achieve the results framework.

Specific Job Responsibilities

MEAL Tool Development and Data Management

- Develop MEAL Framework and implement monitoring and evaluation system that will ensure tracking of project/ project results at different levels (outputs, outcomes and impact).
- Develop/ adopt an integrated database of all country projects/ projects and ensure accountability through regular data updates, data integrity, and working in collaboration with the data processors and partner agencies.
- Work with the Education thematic officer and manager to ensure the collection of relevant and appropriate data needed for an effective MEAL system, which will be utilized in monitoring strengths, weaknesses, and gaps in existing projects/ programs and services and for reporting on donor commitments.
- Review existing data collection tools for the **ECHO** Project.
- Incorporate field and technical team feedback to ensure the continuous improvement of data management systems within the program
- Timely update and share data on the 4Ws matrix to the cluster management system

Monitoring and Reporting



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- Maintain and update the overall **ECHO** indicator tracker based on submissions from the PM
- Work closely with the PM **ECHO** to ensure that feedback to donor agencies implementing the project is on time.
- Develop MEAL plans for **ECHO** projects and ensure they are followed up during implementation.
- Ensure all grants have updated work plans and performance management plans (PMPs) in tandem with all approved proposals, regularly reviewing and updating as needed
- Carry out data quality assessments/ audits regularly for MEAL data based on agreed indicators to guide decision-making
- Provide alerts to the respective managers, thematic officer, and field coordinator on corrective actions required to avoid delays in implementation, including flagging operational issues and risks requiring timely actions.
- Collect/ prepare regional reports related to internal reporting, such as the quarterly and annual reports
- Assist in the development of TOR for external surveys and consultant recruitment
- Coordinate the review of all survey reports prepared to ensure quality and accurate reporting.

Learning, Accountability and Capacity Building

- Conduct project monitoring of all **ECHO** implementation and post-implementation monitoring to meet laid-down standards regularly
- Provide relevant evidence for learning from projects
- Share learning and provide constructive comments to colleagues to ensure programme quality
- Ensure Sex, Age, Disability Disaggregated Data (SADD), Accountability and Gender standards are consistently adhered to in project delivery
- Build capacity of staff through training to ensure adoption of new data monitoring tools and quality of data collected
- Keep abreast of new approaches and tools on M&E and provide training to **ECHO** staff as requested. Enable staff to monitor and evaluate their own efforts, gather relevant data and produce required progress reports.
- Regularly collect data on and analyze the Complaints Reporting and Feedback Mechanism (CRFM) accountability data for the PMU team to facilitate quality improvement.

Person Specifications

- Bachelor's degree in education, Statistics, Economics, Monitoring & Evaluation, Demography, Population Studies.
- Demonstrated experience in data processing and management of large-scale surveys.
- Demonstrated experience with statistical packages and/ or data analysis, and advanced computer skills in Microsoft Office (word-processing, spreadsheets, and databases) are a must.
- At least 2 years' direct experience in the position of monitoring and evaluation of large-scale projects.
- Strong experience in conducting research studies, including the entire evaluation cycle, from design and formulation to implementation, analysis, and presentation of results and recommendations.
- Good oral and written communication skills in English; Local language is a value-added.
- Must be focused on the result and be able to work under pressure and tight deadlines.
- Excellent interpersonal skills and the ability to work well within a multicultural team environment.
- Strong analytical skills.



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- Technical knowledge and experience in implementation of gender- and disability-sensitive approaches is a plus.
- Knowledge and experience in implementing either education or social protection programmes is an added advantage.
- Basic knowledge of Humanitarian principles, including the Code of Conduct, Protection of beneficiaries, and age and disability inclusion in Humanitarian activities.

TERMS AND CONDITIONS

- **Remuneration:** Competitive salary commensurate with experience + benefits package in line with SKT HR policy.
- **Working Hours:** 40 hours per week (Monday – Friday).
- **Contract Duration:** 12 Months (with possibility of extension, subject to performance and funding availability).
- **Probation Period:** Three (3) months.
- **Leave & Holidays:** Approved public holidays in Myanmar and annual leave as per SKT HR Policy.

HOW TO APPLY

Interested candidates are required to submit a complete application packet containing.

- Cover Letter clearly stating position title and expected salary.
- Updated Curriculum Vitae (CV) / Resume.
- Contact details of at least two (2) professional referees.
- Copies of relevant academic degrees, certificates, and training records.

Application Submission Details:

- Office Address: # 66, (7) Quarter, General Aung San Street, East Chaungzon Ward, Chaungzon Township, Mon State, Myanmar.
- Email Applications: sktcz.mon@gmail.com, skt.humanresource@gmail.com
- Contact Phone: 09-784810030, 09-785216993
- Application Deadline: **October 25, 2026 (Sunday) before 5:00 PM (MMT)**

Note: SKT is an equal opportunity employer and maintains zero tolerance toward child abuse, sexual exploitation, harassment, and corruption. Only shortlisted candidates will be contacted for interviews.