

Vacancy Announcement

Phyu-Sin Saydanar Action Group (PSSAG) is a registered local NGO founded in September 2014. Headquartered in Yangon, PSSAG is a dynamic and dedicated organization with operations in Rakhine and Ayeyarwady, Sagaing (Nagaland) Regions/States with over 100 local staff. PSSAG is providing humanitarian assistance to the most vulnerable communities in Myanmar through health, education, WASH, shelter construction, food, and NFI distribution work sectors. Focus on the needs and interests of the community, PSSAG implements its activities by cooperating with Government, UN, INGOs, LNGOs, and CSOs. PSSAG has significant capabilities in emergency response and developmental works as well.

Position Title : MEAL & Safeguarding Officer
Report to : Project Manager
Direct report for : Nil
Number of Posts : (1)
Duty Station : Pathein/Myaung Mya Tsp. Ayeyarwaddy Division
Deadline Date of Application : 17 June 2025 (05:00 PM)

Responsibilities

- Coordinates with PM and project team for monitoring and evaluation activities.
- Create and maintain the design and development of new databases and modification of database structures.
- Support the development of programme databases.
- Give induction on M & E updates and requirements to project manager and field staff.
- Assist the Project Manager in submitting monthly and quarterly progress reports.
- Prepare monthly, quarterly, and yearly M&E reports to Donor and internal.
- Negotiate with program staff, volunteers, and community mobilizers for the M&E process.
- Coordinate with partner M&E staff and conduct Base Line, End line, PDM and any other Survey.
- Create Kobo forms for various purposes (Assessments, PDM, etc)
- Support and monitor individual projects in collecting data and conducting assessments.
- Manage and analyze activities output tracking report and data Entry.
- Ensure accuracy, completeness and timeliness of data and report submissions.
- Make monitoring visits to the project area frequently.
- Write and translate Case Studies as the projects required.
- Conduct quality assurance of the CRM database and flag any errors to the area office.
- Share the monthly CBFM report with the Project Manager.
- Must be aware of and adhere to Safeguarding Policy

- Any other duties relating to the nature of the job as requested by the Management.

Qualification

- Applicants must have a bachelor's degree in social science, Statistics, or a Diploma in Research Studies (DRS), or any other relevant discipline.
- At least five years of working experience in the M&E field in NGOs. The nutritional background will be an advantage.
- Excellent analytical and computer skills, especially Excel and databases.
- Good understanding level of data entry and M & E Process.
- Good negotiation, coordination, and communication skills.
- Good supervision and monitoring skills including fluency in English and Myanmar (spoken and written) with computer competency.
- Applicants should be tolerant and flexible to work overtime as per project requirements.
- Ability to work systematically, accurately, independently, and under pressure in a physically challenging environment.
- Ability to work with different levels of groups and stakeholders.
- Willing to work both within a team and independently.
- Willing to visit remote areas.

PSSAG is an equal opportunity employer, and we encourage women to apply. PSSAG is committed to 'Zero Tolerance' to child abuse and sexual harassment. All PSSAG staff are required to sign PSSAG's Code of Conduct and adhere to it at all times

Interested candidates are requested to submit their applications (CV and Cover Letter) no later than

19 June 2025 (05:00 PM) to: hr.pssagmm@gmail.com

Note: Only shortlisted candidates will be contacted.