

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	: M & E and Data-Base Officer
Report to	: Project Manager
Direct report for	: Nil
Number of Posts	: (1)
Duty Station	: Buthidaung Tsp., Rakhine State.
Deadline Date of Application	: 10 May 2024 (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.
- Induction M & E updates and requirements to project manager and field staff.
- Assist the Project Manager in submitting monthly and quarterly progress reports.
- Monthly, quarterly, and yearly M&E reports to Donar and internal.
- Negotiate with program staff, nutrition volunteers, and community mobilizers for the M&E process.
- Coordination with partner M&E staff and conduct Base Line, End line, PDM and any other Survey.
- Support and monitor individual projects in collecting data and conducting assessments.
- Managing and analyzing activities output tracking report and data Entry.
- Ensure accuracy, completeness and timeliness of data and report submissions.
- Monitoring visits to the project area frequently.
- Writing and translating 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 Safe-Guarding Policy
- Any other duties relating to the nature of the job as requested by the Manager.

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 two 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.

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

10 May 2024 (05:00 PM) to: hr.pssagmm@gmail.com

Note: Only shortlisted candidates will be contacted.