

## **VACANCY ANNOUNCEMENT**

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|----------------------------|---|
| Job Title                  | Sr. M&E Coordinator                           |
| Department                 | Program Management                            |
| VA No.                     | PMEL/2025/0521/17                             |
| Job Level                  | JL- 4   |
| Contract Duration          | December 31 <sup>st</sup> , 2025              |
| Number of Position         | 1   |
| Location                   | Yangon, Myanmar                               |
| Travel                     | Travel to project areas as and when necessary |
| Reports to                 | Deputy Program Director                       |
| Reporting to this position | NA  |

***Community Partners International (CPI) is a U.S. nonprofit organization dedicated to empowering vulnerable communities in Asia to meet their essential health, humanitarian and sustainable development needs. Founded in 1998, the organization has grown to serve more than one million people each year. Community Partners International focuses on helping communities affected by conflict, violence, and displacement, in remote and hard-to-reach contexts, and marginalized by poverty and exclusion.***

### **Primary Responsibilities**

- Provide technical inputs as necessary into the design and implementation of CPI monitoring and evaluation system, policy tools, and processes.
- Ensure accurate and timely notification to supervisor and respective program person for technically sound decision making.
- Assist Senior M&E Manager in developing and updating program indicators, Monitoring and Evaluation frameworks and plans relevant to donor's activities, National Strategies, donor's strategies and CPI strategies together with respective program team members.
- Maintain sound coordination mechanism with partner organizations.
- Assist M&E Manager in related M&E activities assigned by supervisor.

### **Regular Responsibilities**

- Conduct regular monitoring visits and perform Data Quality Assessment.
- Assist in providing TB/HIV related trainings, workshops for partner organizations.
- Involve in planning including implementation, monitoring and evaluation of TB/HIV related activities of partner organization.
- Review the project progress report and M&E report of partner organizations, and provide timely feedback to partner organizations focusing on data quality and M&E performance.
- Verify and analyze data and information on a regular basis to ensure that operation is progressing as planned.
- Conduct routine data entry/import into the CPI's database management system.

- Maintain documentation related with the implementations of M&E activities and provide recommendations for changes as needed that are taken into account of the local context and mainstream emerging successful practices.
- Conduct other duties as assigned by supervisor.

### **Partner Support**

- Conduct the regular monitoring visit to partner organizations, and provide necessary feedback and assistance.
- Support necessary assistance related with data management system of partner organizations.

### **Operations and Administration**

- Maintain regular contact with M&E focal persons from partner organizations and Ministry of Health (MOH) if necessary.
- Communicate closely with CPI program teams and other departments for required operations.

### **Essential Skills**

- Bachelor degree in Medical/Public Health and relevant field, with an advanced degree preferred.
- At least three years of practical experience in both implementing monitoring and evaluation system.
- Experience in utilizing and managing database and information management software.
- Demonstrated familiarity with and understanding of participatory monitoring and evaluation techniques, and of developing and monitoring both output and outcome indicators.
- Experience in cost-benefit/effective/utility analysis and/or studies
- Experience in coordinating with governments, ministries and/or local CSOs, as well as local communities.
- Proficiency in advanced MS Office Applications.
- Communicable written and spoken English.
- Proven knowledge of Data Management methods and applications.
- Proven good report writing skills, ability to present monitoring data clearly.
- Pro-active attitude in performance of tasks and accept flexible hours and able to work independently.
- Excellent personal organizational skills, and ability to meet deadlines and work under pressure.
- Accurate and good eye for detail.
- Ability to quickly develop a strong understanding of the local cultural and political context and be 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:

Email: [hr.vgn@cpintl.org](mailto:hr.vgn@cpintl.org)

- The closing date for application is 17:00pm, **(3-June-2025, Tuesday)**, Yangon, Myanmar.
- Please clearly mention the Position, Location and VA Number you are applying for in the email Subject Line.

## CPI's Value

- At CPI, we believe that all people have right to live their live free from sexual violence and recognized that there are unequal power dynamics across the organization. CPI does not tolerate discrimination and harassment under any circumstances and will take disciplinary action, which may include dismissal, against any worker who discriminates or harasses any worker. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.
- 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.

## Note to Candidate

- Candidates are required to declare in advance that should there be any relative or family member currently being 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 are contingent upon successful award of the project and final approval by the donor.