



Career Opportunities

Position Title	: M & E Officer
No. of Post	: (2) Posts
Report to	: Programme Manager
Department	: Health Department
Duty Station	: Taunggyi
Benefits Packages	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (6.2.2019), 16:30 pm

Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times. Benefit Package consists of Paid Medical, Annual, Casual Leave, Insurance, On-Duty for Training, Provide Accommodation Allowance & Hardship Allowance for specific area, Training and Development Opportunities, Promotion and Management Development.

Programme Background: Myanmar Red Cross Society has been implementing "Community Based Programme for Malaria Prevention" which has been funded by UNOPS/GF starting implementation in 10 townships of Southern Shan State since 2011 to 2014 and expanded to 11 townships from 2015 to 2017. This programme has been expanded its programme activities and area from year to year to such an extent that only 300 villages in 2011 to 1000 villages in 2016 and 2017. Currently this programme is extended from 2018 to 2020 with the support of UNOPS Global Fund RAI2E in 15 townships of Southern Shan State. The main programme activities in 2018 are Integrated Community Malaria Volunteer (ICMV) trainings, Community Malaria Case Management through ICMVs, Continuous LLINs distribution, Health Education Sessions, Case Detection in MMP (work sites) by Mobile Teams, etc. This programme has been closely coordinated and collaborated with National Malaria Control Programme (NMCP), State VBDC team, State Health Department, respective Township Health Departments and other stake holders at Central, State and Townships level in implementing its programme activities and has also been contributing to achieve the Goal of National Plan for Malaria Elimination in Myanmar (2016-2030).

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities members in our programs"

Duties and Responsibilities

1. Regularly conduct the collection, compilation, verification, analysis and processing of indicator related data and M&E related data of the programme from 11 township field staffs on monthly basis.
2. Conduct routine data quality assurance including on-site data verification at the townships as well as at the villages level and also ensure the quality and reliability of the information collected by field staffs.
3. Provide not only all the analysed M&E data but also compiled & consolidated various technical reports and progress reports monthly, quarterly, annually with proper recommendation to Program Manager and Senior Program Officer to get more effectiveness and improvement in implementation.
4. Provide any other on-demand or ad-hoc report immediately whenever requested by Program Manager and Senior Program Officer.
5. Conduct regular supportive monitoring and supervision field visits to the implementing project townships/villages to monitor various program activities, its effectiveness and progress.
6. Monitor and supervise malaria case management activities done by field staffs and RCVs at the township as well as at the village level and also check the stock management of RDT and anti-malarial drugs in every field monitoring visits.
7. Must visit to 4 different project townships per month (at least 13 townships per quarter) up to the most difficult and hard to reach villages of each township. (at least 24 project villages per month)
8. Provide every field monitoring and supervision visit report with respective findings, recommendations and action plan, progress report and OSDV report to Programme Manager and Senior Program Officer 1-2 days after every field visits to the implementing project sites.
9. Ensure that the respective data assistant is regularly doing timely and systematic data entry of programme and M&E related data with standardized data entry format approved by Program Manager.
10. Check and verify the data reported by respective data assistant to get timely, reliable, specific and consistent data and then report to Senior Program Officer and Program Manager.
11. Regularly assess the technical quality of data assistant and give necessary feedback and capacity building to them whenever required.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities members in our programs"

12. Ensure all the MRCS/UNOPS programme related data is regularly updated and data backup system for all data is in place & safe and well-practiced at all levels.
13. Ensure that program activities meet the target and comply with performance framework and work plan.
14. In collaboration with program management team, ensure field staffs conduct effective supervision and monitoring activities according to their work plan or M&E plans.
15. Monitor the performance and capacity of the field staffs and give constructive criticism, feedback and provide on the job training to them.
16. Could be able to build M&E technical capacity of the field supervisors and field assistants.
17. By coordination with programme management team, ensure development and quality of data collection tools (M&E framework, checklist, and format) and M&E plans related to the project activities and outcomes.
18. Assist Program Manager and Senior Program Officer in program planning and implementation, reviewing, evaluation.
19. Coordinate and corporate with Township Health Department and Township Red Cross Committee and other stake holders of each project township to implement the program more effectively.
20. Accompany visitors from UNOPS, LFA, external auditors and other stake holders in their M&E visits to project sites.
21. Can work outside the office hours, on weekends and whenever required.
22. Perform any other duties assigned by Program Manager.

Skills, Competencies and Requirements

- **Myanmar National**
- M.B.,B.S with valid SAMA or equivalent medical degree from Medical university recognized by Government of Myanmar
- Master/Diploma degree in Public Health will be the priority
- Previous working experience with INGO/NGOs in the field sites or communities in relation to Malaria Prevention, diagnosis, treatment and control
- At least 2 years' experience responsible in data verification/analysis, database management and also monitoring, evaluation and supervision of field staffs as well as volunteers in Malaria and other health related projects
- Ability to deliver training in relation to M&E, Malaria treatment, diagnosis, prevention and control

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities members in our programs"

- Willingness and must go/ travel frequently to remote and hard to reach areas of 10 project townships in Southern Shan State and also must be able to work under pressure in various circumstances.
- Should have good interpersonal communication and presentation skill as well as sound judgement
- Should have proven track record of quality performance in remote locations and high pressure environments
- Effective written and spoken English and Myanmar Language and able to speak Shan/Pa Oh Language is an asset
- Effective usage of computers and Microsoft office software packages (MS word, Excel, Microsoft Access, Power Point) and basic data base management
- Can work outside the office hours, on weekends or as required by the program
- Understanding of the Red Cross Movement and willingness to actively promote Red Cross fundamental principles
- Red Cross Volunteers are encouraged to apply

Application process: Please send your application letter, CV, and related documents (PDF Version) to;

Head Office:
 Myanmar Red Cross Society
 Razathingaha Road, Dekhinathiri,
 Strand Road,
 Nay Pyi Taw.

Branch Office:
 Myanmar Red Cross Society
 No. 42, Red Cross Building,
 Botahtaung Township, Yangon.

(or)

Email: mrcshr.tgi@gmail.com

For more information and application, please visit to the www.redcross.org.mm

Only short listed candidates will be contacted for a personal interview.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"
"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities members in our programs"