



Career Opportunities

Position Title	: Monitoring and Evaluation Officer
No. of Post	: (1) Post
Report to	: Project Coordinator
Department	: Health Department / Reproductive, Maternal, Newborn and Child Health
Duty Station	: Myo Thit
Grade	: D1
Benefits Packages	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (26 / 03 / 2019), 16:30 pm

Project Background: The Reproductive, Maternal, Newborn, Child Health (RMNCH) project in 2 Rural Health Centre (RHC) catchment areas of Myo Thit Township in Magway Region in Myanmar will improve access to and utilization of RMNCH services. The target population includes 61,022 hard to reach rural people, including approximately 20,000 migrant workers living in unregistered villages, with a focus on women and children under 5 years old.

Key program components are based on a concept of "continuum of care" and include:

- a) Strengthening of health systems capacity to deliver quality RMNCH services from household to township level;
- b) Empowering and building capacity in communities to address the most common diseases and health hazards;

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- c) Enhancing capacities of Myanmar Red Cross Society to manage and deliver sustainable health activities.

Purpose of the position: The Monitoring and Evaluation Officer is responsible for establishment and supporting project information management information system of Reproductive, Maternal, Newborn and Child Health (RMNCH) programme implemented in Myo Thit Township, Magway Region.

Duties and Responsibilities

1. Develop/adjust planning, monitoring, evaluation and reporting formats and tools based on MRCS standards and donor requirements, and ensure that all staff and volunteers use these tools and formats.
2. Provide inputs to timely preparation of branch level monthly/quarterly/semi-annual/annual narrative updates and reports that include all required data and reflecting progress vs. all process indicators.
3. Support implementation of a system that ensures confidentiality of medical/personal data at Branch level.
4. Facilitate documentation and reporting of assessments, programme data, lessons learnt and best practices for internal and external sharing.
5. Assist internal and external evaluators in baseline, mid-term and final evaluation process.
6. Support activities of township M&E Team including data verification and database maintenance.
7. Support Township Health Department in beneficiary communication and facilitate capacity building and participation of CBOs and other key stakeholder in monitoring.
8. Support THD in beneficiary communication and facilitate capacity building and participation of CBOs and other key stakeholder in monitoring.

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9. Compile all the monitoring information for project management; facilitate M&E meetings and timely preparation of reports including the most significant change stories.
10. Provide technical assistance to branch project coordinator in development of their narrative updates and reports and provide quality assurance of these reports.
11. Provide technical support to supervision officers
12. All other complimentary tasks which will be defined by the Director of Health Department.

Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age between 24 to 45 years**
- Bachelor or equivalent degree in Public Health, community Health, public administration, community development, statistics, social or development related studies;
- At least two years' experience and proven skills in program are planning, monitoring, evaluation and reporting including in development of programme monitoring and evaluation plans, narrative reports and indicator tracking tables.
- Competent in use of Microsoft Office computer programs including Word, Excel & Power Point
- Must have knowledge information systems and statistical software such as Access, SPSS, EPI Info
- Experience in review and evaluations
- Excellent communication skills in local language are preferable.
- Excellent analytical skills; mature judgment combined with a proactive, energetic approach to problem solving.
- Readiness to extensive travel to "hard to reach areas"
- Good command of Myanmar & English (written and spoken) is preferable

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

Branch Office:

Myanmar Red Cross Society

Branch Office / RMNCH Project Office

Thalar Wati Street, Minn Ward, Myo Thit Township , Magway Region

Email: mrcsmyothit@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.

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