



Myanmar Red Cross Society

Career Opportunities

Position Title	: Planning, Monitoring, Evaluation, Reporting (PMER) Manager
No. of Post	: (1) Post
Report to	: Deputy Director (Youth and Volunteer Development)
Department	: Organizational Development
Duty Station	: Nay Pyi Taw/Yangon
Grade	: F2
Benefits Packages	: Salary + Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave+ + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (13/05/2019),16:30

Project Background: Myanmar Red Cross Society (MRCS) is going to start a project called “Strengthening the structures and disaster risk management capacities of the Myanmar Red Cross Society” with the support of German Red Cross (GRC). The project aims is Contribute to strengthened self-help capacities of the population by improving assistance services in the area of disaster risk management of the Myanmar Red Cross as National Aid Agencies.

Purpose of the Position: PMER Manager will be responsible to design a relevant planning, monitoring, evaluation and reporting framework and guidelines including the definition of relevant indicators in order to measure the impact, sustainability, effectiveness and efficiency of the program activities. In addition, the PMER Manager will build the capacity of project staffs at Head Quarter, township and community to measure impacts in line with the log frame.

Duties and Responsibilities

Planning

1. Support and guide the program team while conducting need assessment in branches and community.

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2. Provide technical support in developing design, key performance indicators, monitoring and evaluation plan, indicator tracking table (ITT) and reporting format in line with the results of need assessment.
3. Assist in reviewing and revising work plans and budget throughout implementation phase to ensure efficiency of intervention.
4. Collaborate with Program Manager in budget planning and revising to be more realistic and in accordance with the findings of the analysis of budget utilization.

Monitoring and Evaluation

5. Develop effective monitoring tools for field as needed in the M&E plan to ensure the program is on the right track and quality of interventions.
6. Support all M&E initiatives including monitoring data quality, tracking the progress of activities using indicator tracking table.
7. Performs regular monitoring visits to ensure the quality of data collected and to verify the accuracy of reported data.
8. Collect monthly report, and analyse data and information on a regular basis to ensure that projects and programmes are in progress as planned.
9. Support Baseline, End line and evaluation of the Program.
10. Periodically monitor program performance in implementing the PMER Core Procedures and use of PMER unit, working closely with Programme Manager and technical Advisors/ delegates in coordinating the provision of follow-up support where required.
11. Monitor regularly the utilization rate and cost effectiveness of programme implementation.

Reporting

12. Review and analyse quarterly reports with the Program Manager to identify the causes of potential bottlenecks in project implementation and to enhance quality of reporting.
13. Ensure monthly program updates, quarterly reports and annual reports with the standard formats and guidelines of MRCS.

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14. Support the Program Manager and/or Director in reviewing donor reports to ensure high quality reports are submitted on time.

Coordination

15. Collaborate with the Program Manager and Program Officers to ensure quality and timely implementation.
16. Coordinate with Senior Monitoring & Reporting Officer to ensure the quality of monitoring, evaluation and reporting mechanism.
17. Coordinate with Program Managers and Program Officers, Senior First Aid Officer, Senior Disaster Management Officer for timely preparation of reports (such as monthly, quarterly and yearly report) and share with GRC or donors regularly.

Capacity Building

18. Support program staff on ways to properly document, organize and capture program progress.
19. Provide capacity building support not only to the program staff but also HQ staff in the area of planning (log frame design and related areas), monitoring, and evaluation of programs/projects.
20. Organize meetings or trainings for sharing information or giving feedback on findings and making suggestions and recommendations to technical departments.
21. Support PMER Officers, M&E Officers and reporting officers to provide appropriate technical guidance to ensure proper application by all project staff.
22. Provide technical support and capacity development to staff by responding to direct support requests and developing guidance as required.

Skills, Competency and Requirements

- **Myanmar National**
- University Graduate (Post graduate degree in Social Sciences/ Development Studies are preferred)
- At least 3 years' experience in developing and implementing, monitoring, evaluation and reporting (PMER) processes and/or systems in middle level management

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- Experience in facilitation of workshops, training and capacity building
- Experience in using information systems to inform program decision-making and monitor progress
- High level computer literacy, Strong IT literacy skills, including using web based solutions and Microsoft Office
- Competent in all areas of the training cycle; training needs analysis, design, delivery & evaluation
- Ability to collect information or data and generate relevant and accurate reports for a range of audiences Strong analytical skills
- Attention to details
- Flexibility, Adaptability, Initiative, Pro-active/self-starter, Team player
- Commitment to learn, open to change and willing to try new things
- Good written communication in both Myanmar and English
- Commitment to continuous improvement
- Experience of working for the Red Cross/Red Crescent is preferred

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

Head Office:

Myanmar Red Cross Society
Razathingaha Road, Dekhinathiri,
Nay Pyi Taw.

Email: mrcshrrecruitment@gmail.com

Branch Office:

Myanmar Red Cross Society
No. 42, Red Cross Building, Strand Road,
Botahtaung Township, Yangon. (or)

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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