



Career Opportunities

Position Title	: Monitoring & Reporting Officer
No. of Post	: (1) Post
Report to	: Monitoring & Reporting Coordinator
Department	: Rakhine Operations Management Unit
Duty Station	: Sittwe
Grade	: D1
Benefit Packages	: Salary + Staff house + Hardship Allowance + Insurance + Communication Charges + Travelling Allowance + Home Return Leave /Annual Leave+ Quarantine Leave+ Casual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave Program
Application Deadline	: (02/07/2019), 16:30

Program Background: Since 2014 in Rakhine, Both MRCS and IFRC have focused on bringing livelihoods (LLH) assistance to vulnerable families in communities indirectly affected by the crisis. In 2016 MRCS will continue to work on improving livelihoods in more villages in Sittwe Township through its Rakhine Special Program (RSP). The approach which has been followed from late 2014 will be continued, using a business plan process and conditional cash transfers to support an income generating activity of the beneficiary's choice. As well as livelihoods, MRCS will include some other sectorial activities, such as Watsan and Basic First Aid, to address priority needs in these villages. There are plans to continue expanding the project in Minbya Township.

Purpose of the position: The **Monitoring & Reporting Officer (M&R Officer)** in Sittwe, the livelihood project is staffed by finance and admin personnel, drivers, two livelihood officers and a livelihood coordinator. In Minbya the project is overseen by a livelihood coordinator and two officers. Both of these teams are managed by a Hub manager based in Sittwe. A livelihood delegate based in Sittwe provides technical support to both livelihood teams.

"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"

As identified by the MRCS Rakhine OMU, more support is needed for both teams in monitoring, reporting and data management.

Duties and Responsibilities

1. Provide technical support and assist the RSP LLH teams in monitoring, reporting and data management.
2. Work towards the achievement of the RSP LLH project objectives through effective teamwork within the RSP.
3. Ensure understanding of the local context, and roles, responsibilities, external relationships, accountabilities and teamwork of MRCS operations in Sittwe.
4. Monitor and evaluate overall project progress on achievement of outputs (activities) and outcomes (results) on a regular basis.
5. Coordinate together with the LLH team in data collection for different assessments and monitoring surveys.
6. Assist the Hub Manager, with the support of livelihood delegate, in compiling monthly progress reports and final reports according to deadlines.
7. Ensure effective management of all project-related data, including timely and accurate survey data entry from paper forms to Excel databases.
8. Provide technical assistance and training on M & E to staff, RCVs and communities.
9. Conduct regular field assessments, analyze information collected and
 - Make appropriate recommendations for the project teams.
 - Provide feedback to the Hub Manager on project activities.
10. Promote beneficiary feedback mechanisms in project sites.
11. Document Success stories and good practices of the project.
12. Collect project's photos, video clips and other visibility materials and include them in reports.
13. Ensure to claim financial working advance and travel cost for own.
14. Conduct any other tasks as assigned by the Hub Manager.

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Lateral Relationships

15. The M & E officer will receive technical support from the livelihood delegate based in Sittwe, and relevant PMER Officers based in Yangon.
16. The M & E officer needs to establish and ensure effective working relationships with RSP staff both in Sittwe and Minbya, and MRCS Society counterparts and leadership.

Skills, Competencies and Requirements

- Must be a Myanmar National
- Age limitation is not older than 50 years
- University Graduate
- Minimum two years of experience in working with social/NGO environment
- Ability to manage multiple priorities to meet deadlines and adhere to project schedule is preferable
- Ability to travel project site, camp and village
- Excellent computer (Microsoft package) and data management skills
- Flexibility under pressure and in response to changing needs
- Interest in learning about the Red Cross/Red Crescent Movement
- Intermediate level of English and Myanmar especially in translating, including written, spoken and typing

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.

Branch Office:

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

Email: mrcshrrecruitment@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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