



Career Opportunities

Position Title	: Monitoring and Evaluation Assistant
No. of Post	: (1) Post
Report to	: Programme Manager
Department	: Health Department
Program Name	: Community Based Programme for Malaria Prevention
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	: (13.07.2020) ,16:30

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).

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Duties & Responsibilities

1. Regularly conduct the collection, compilation, verification, analysis and processing of indicator related data and M&E related data of the programme from 15 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 on monthly, quarterly, annually with proper recommendation to Program Manager and Senior Programme Officer to get more effectiveness and improvement in implementation.
4. Provide any other on-demand or ad-hoc report immediately whenever requested by PM and Senior Programme Officer and also actively participate in PUDR report preparation process.
5. Prepare and submit Monthly Microsoft access Case Management report and Quarterly ICMV report to central NMCP timely and also submit monthly case management report to State VBDC, SPHD and respective township health department on time.
6. Conduct regular supportive monitoring and supervision field visits to the implementing project townships/villages (must visit to at least 2 different project townships per month and 4 villages per township) to monitor various program activities, its effectiveness and progress and.
7. Provide every monitoring and supervision visit report with respective findings and recommendations to programme Manager and Senior Programme Officer within 2 to 3 days after every field visits to the implementing project sites.

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8. Ensure and Supervise as necessary 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 PM.
9. Check and verify the data reported by respective data assistant to get timely, reliable, specific, consistent data and then report to Senior Programme Officer and PM.
10. Regularly assess the technical quality of data assistant and give necessary feedback and capacity building to them whenever required.
11. Organize regular M&E staffs meetings, take and record meeting minutes and also follow up implementation status of the meeting outputs.
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. Properly maintain and keep the M&E related documents including volunteer carbonless register in soft and hard copy.
14. Communicate with township field staffs to get M&E related data and information
15. Monitor the performance and capacity of the field staffs and give constructive criticism, feedback and provide on the job training to them.
16. Coordinate and communicate with senior level staffs under the supervision of PM/Sr.PO.
17. Assist other team members regarding M&E/Data related work as necessary
18. Accompany visitors from UNOPS, LFA, external auditors and other stake holders in their M&E visits to project sites.
19. Can work outside the office hours, on weekends and whenever required.
20. Perform any other duties assigned by PM.

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Skills and Competencies Requirements

- **Myanmar National**
- **Age under 50 years old**
- University Degree Holder preferably computer science
- Highly effective computer knowledge and skills
- Proven track record of experience in data management
- Minimum 1-2 year experience in public health related program/project as in M&E or Data related positions
- Good communication and coordination skills
- Can work outside the office hours or on weekends whenever required
- Can travel to NPT/YGN/Project townships on short notice

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

Programme Office:

Myanmar Red Cross Society
No. 22/4, Yay Aye Kwin Ward,
Yet Kam Kyaung Street
(East Circular Road),
Shan State, Taunggyi

(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.

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