



Career Opportunities

Position Title	: Monitoring and Evaluation Officer
No. of Post	: (1) Post
Report to	: Programme Coordinator
Department	: Health Department
Program	: Building Healthy Resilient Communities in Northern and Eastern Shan State
Duty Station	: Hsipaw
Grade	: D1
Benefits Packages	: Salary + Accommodation Allowance + Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave+ + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (7-May-2021),16:30

Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times.

The project for Building Healthy Resilient Communities in Northern and Eastern Shan State empowers and builds capacities of communities’ structures and local civil society organisations (CSO), namely the Myanmar Red Cross Society (MRCS) branches, to advocate for and improve access of vulnerable people to the health care in two townships in Northern and Eastern Shan State which contribute to SDG 3. This will be ached through mobilisation of communities and MRCS branches to assess priority health needs in the communities and to initiate a dialogue with the public health authorities on improvement of service provision. The project also will support development of community-based health initiatives related to health promotion that compliment and strengthen the services provided by the health system. Furthermore, the local Red Cross branches will receive training to develop their programme and volunteer management skills, supported with some needed equipment and infrastructure development, and will recruit volunteers in all the project villages who can assist their peers in the local language and act as a link to the government services.

Purpose of the Position: The M & E Officer is responsible for designing 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 all projects/programme activities of the Health Department. Under technical supervision of the MER Manager, s/he will build the capacity of project/programme staff at the township level and community to measure the impacts in line with project log frame. S/He monitors the regular progress of the project implementation at the field and report to the Programme Coordinator monthly, quarterly and annually.

Duties and Responsibilities

1. Provide assistance in development and/or revision of realistic Building Healthy Resilient Communities project quarterly and annual implementation/activity plans.

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

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2. Provide assistance in development of systematic and realistic Building Healthy Resilient Communities project monitoring plans that capture quantitative and qualitative data to report on programme indicators.
3. Develop/adjust planning, monitoring, evaluation and reporting formats and tools based on MRCS standards and donor requirements and ensure that these tools and formats are used by all staff and volunteers.
4. Develop and maintain effective information database (including indicator tracking table) at township level on Building Healthy Resilient Communities project, providing resource and necessary support for programme inputs and outputs.
5. Support the project in establishment and maintenance of programme database (including indicator tracking table) providing support and supervision in data collection, entering, processing and analysis. Verify and compile data received from the targeted communities.
6. Provide inputs to timely preparation of field Building Healthy Resilient Communities project monthly/quarterly/ semi-annual/annual narrative updates and reports that include all required data and reflecting progress vs. all process indicators.
7. Contribute to preparation and facilitation on quarterly programme management meetings.
8. Develop and support and supervise implementation of a system that ensure confidentiality of medical/personal's data at the field office.
9. Facilitate documentation and reporting of assessments, programme data, lessons learnt and best good practices for internal and external sharing.
10. Assist external evaluators in impact and final evaluation process.
11. Build capacity of the project staffs and volunteers on data management including formal and on-the-job training of staff and volunteers in data collection, analysis and results-oriented programming, monitoring and evaluation methods and principles.
12. Provide technical assistance to target Township Branches in development of their narrative updates and reports and provide quality assurance of these reports.
13. Provide trainings and supervise quality of work of data volunteers at target Township branches.
14. Support baseline, end line and evaluation of the Programme.
15. Assist to Field manager in programme planning, monitoring and evaluation process by coordinating with the PMER Unit.

Skills, Competency and Requirements

- Bachelor or relevant education in community development, statistics, social or development related studies
- Minimum 2 years of experiences and proven skills in in programme planning, monitoring, evaluation and reporting including in development of programme M&E plans, narrative reports and indicator tracking tables.

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- Well-developed computer skills, with demonstrated competence Excel, Word and Power point (English and Myanmar)
- Must have knowledge on information management system and statistical software for data analysis such as SPSS, Microsoft Access, etc.
- Strong interpersonal and communication skills
- Well organized, efficient, with excellent attention to detail and ability to meet deadlines
- Ability to manage and priorities multiple tasks, take initiative and problem solve
- Able to work well in a team and live-in stressful situations
- Ability to travel anywhere at short notice
- Ability to operate motorbike safely and must have driving license
- Fluent in Myanmar and English language
- Local Indigenous language (Shan)

****Note: Applicants will be considered to be shortlisted that need to send application letter, CV, passport-size photo, education qualifications and references (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@redcross.org.mm

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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