



Career Opportunities

Position Title	: Monitoring and Evaluation Officer
No. of Post	: (1) Post
Report to	: Program Manager
Department	: Health Department
Project	: Access to primary Health for conflict and climate change-affected populations
Duty Station	: Lashio
Grade	: D1
Benefit Packages	: Paid Medical, Annual, Casual Leave, Insurance, On-Duty for Training, Provide Accommodation Allowance & Hardship Allowance for specific area, Training and Development Opportunities, Promotion and Management Development.
Application Deadline	: 29/November/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.

Background: Based in Lashio Regional program office, under the lead supervision of the Program Manager, there are (3) projects implementing in the Shan (North) State, including 1) Access to primary health (APH), 2) Building resilient and inclusive communities (BRIC), 3) Water for Future (WFF) and 4) Mobile SRHR and Delivery unit. The APH project focuses on supporting the existing primary and secondary health care facilities, reviewing and mapping the existing referral system information, supporting the referral services, and assisting the availability of primary health care services through the mobile health team in the targeted (50) villages including those from BRIC project in Lashio, Namhsan and Tangyan Townships and near-by required areas. The BRIC and WFF (WASH-specific) project has focused on Health, Protection, WASH and Disaster Risk Reduction through community-based approach in (28) villages in the same (2) townships, aimed to increased resilience in the all-inclusive community. The mobile SRHR project is planned to implement in Hsipaw Township as a base and surrounding township according to their requirements for SRHR related needs in the community.

Purpose of the position: The overall purpose of the **Monitoring and Evaluation Officer** is to provide technical assistance to the field manager/ Program manager in regards with the planning, monitoring, evaluation

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and reporting tasks related to the activities implemented by the projects within the framework of the MRCS policies and procedures in accordance with the fundamental principles of the Red Cross Movement. S/He is also responsible to building up the capacity of programme staff and RCVs at township and community to measure impacts in line with project agreement.

This position needs to cover at least four projects implemented by MRCS Health Department in the Shan (North) State..

Duties & Responsibilities

Planning and Monitoring responsibilities

1. Provide appropriate technical assistance to the Field Manager in reviewing and revising work plans.
2. Compile all the monitoring information, provide inputs to prepare monthly/ quarterly/semi-annual/annual narrative updates, and submits reports in a timely manner with accurate and concise information that include all required data reflecting progress vs. all process indicators.
3. Support in establishment and maintenance of effective database in track of the project's indicators providing support and supervision in data collection, entering, processing and analysis.
4. Supervise and ensure documentation and reporting of assessment, program data, lessons learnt and best practices for internal and external sharing.
5. Conduct regular monitoring visits to targeted areas, analyze information collected and give constructive feedbacks of the findings during field visit.
6. Document success stories and good practices of the projects.
7. Facilitate data collection for different assessments and service users' feedbacks. Promote beneficiary feedback mechanisms in project sites.

Reporting

8. Develop monthly/ quarterly/semi-annual/annual narrative reports ensuring to include precise information and data reflecting the indicators.
9. Work on knowledge management by disseminating the monitoring and evaluation findings, recommendations, and lessons learnt from monitoring and evaluation.
10. Prepare the donor reports in a timely manner according to donor requirements.

Capacity Development

11. Provide trainings and supervise quality of work of data volunteers from township branches.
12. Support for conducting participatory lesson learned, monitoring and evaluation activities in the field.
13. Support project staff on ways to properly document, organize and capture program progress.

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Cooperation and coordination

14. Work closely with project teams to regularly assess the progress of the program, facilitate collection of quality data and report writing.
15. Ensure effective and close coordination with colleagues from regional team and participate in technical staff meeting.
16. Ensure close engagement with the Health MER Manager and inform for regular updates and tracking of the progress of the projects
17. Communicate regularly and check the needs of the respective staff for their M & E capacity.
18. Ensure understanding of the local context and coordinate with relevant stakeholders and partners.

General

19. Any other relevant duties assigned by direct supervisor and Health Department.

Skills, Competencies and Requirements

- Must be Bachelor or equivalent degree in community development, statistics, social or development related studies
- Health background is preferred
- Minimum two years of experience and proven skills in program planning, monitoring, evaluation and reporting including in development of programme monitoring and evaluation plans, narrative reports and indicator tracking tables.
- Experience in planning and monitoring health projects/programs
- Knowledge of Project Cycle Management
- Good knowledge on qualitative data collections, analysis, and the use of statistical software
- Strong skill in report writing with numerical recording detail and ability to meet deadlines
- Excellent Communication Skills, both oral and written and problem-solving skill
- Ability to travel anywhere at short notice
- Ability to work well in a team and dealt with stressful situation
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing

****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:**

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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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