



Myanmar Red Cross Society

HR-HQ VA No.027.1 – Planning, Monitoring, Evaluation, and Reporting (PMER)



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

Planning, Monitoring, Evaluation, and Reporting (PMER) Officer

No. of Post	: 1 Post
Report to	: PMER Coordinator
Department	: Secretary General Office, PMER Unit
Duty Station	: NayPyiTaw/Yangon
Grade	: D-2
Benefits	: Salary + Insurance + Transportation Allowance + Health Benefit Allowance + Supplementary Allowance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Home Leave + Substituted Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave

Application Period : 18-March-2024 to 25-March-2024, 16:30

Background of the Unit

Myanmar Red Cross Society (MRCS) reformed "PMER Unit" under the direct supervision of Deputy Secretary General - Secretary General (SG) Office in this 2021. The PMER Unit has responsible to maintain the quality, accountability and transparency based on the original mandate of the organization and the activities of programs and projects in accordance with internal departmental coordination. In addition, it is responsible to report MRCS Executive Committee through SG office for conducting the findings and recommendations positive in a timely manner.

Purpose of the Position

The **PMER Officer** will support the PMER Coordinator in designing and implementing a relevant planning, monitoring, evaluation, and reporting framework and guidelines. The role involves assisting in measuring the impact, sustainability, effectiveness, and efficiency of MRCS programs and projects. The **PMER Officer** will contribute to capacity building initiatives for project/program staff at HQ, branches, and community levels on PMER topics and skills.

"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"

Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality
MRCS-NRC/PMER Officer for NayPyiTaw/Yangon/SG Office, PMER Unit (18/3/2024)



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Duties and Responsibilities

Planning and Reporting

1. Assist in the development and implementation of PMER frameworks for assigned programs and projects, including defining relevant indicators and establishing baselines.
2. Support the PMER Coordinator in collecting and analyzing data to monitor progress, assess impact, and identify areas for improvement.
3. Participate in the quality control of all plans and reports within assigned programs and projects, ensuring adherence to relevant standards and formats.
4. Contribute to the review and development of MRCS's PMER guidelines and tools, as needed.
5. Support the preparation of operational and programmatic reports, ensuring accuracy, comprehensiveness, and timely delivery.
6. Participate in planning meetings and provide technical advice on PMER related matters.

Monitoring

7. Regularly monitor all aspects of assigned programs and projects, utilizing established tools and metrics.
8. Provide guidance and support to program and project staff in applying monitoring tools and tracking progress.
9. Analyze monitoring data and identify trends, challenges, and successes.
10. Report monitoring findings to the PMER Coordinator and relevant stakeholders.
11. Disseminate PMER policies, strategies, and procedures to program and project staff.

Evaluation

12. Participate in baseline, mid-term, and end-line evaluations of assigned programs and projects, as needed.
13. Support the PMER Coordinator in coordinating and managing evaluation processes.
14. Analyze evaluation data and prepare reports with recommendations for improvement.
15. Share evaluation findings with program and project staff and relevant stakeholders.
16. Assist the MRCS PMER Unit to plan research projects and research proposals.

Capacity Building

17. Assist the PMER Coordinator in organizing and facilitating trainings and workshops on PMER topics for program and project staff.

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18. Provide technical support and mentorship to program and project staff on PMER related issues.
19. Develop and update PMER training materials and resources.
20. Share knowledge and best practices with colleagues within the PMER Unit.

General

21. Participate in PMER Unit meetings and contribute to team discussions.
22. Maintain accurate and up-to-date records of PMER activities.
23. Perform other related duties assigned by Direct Supervisor and Department.

Skills, Competencies and Requirements

- **Must be University Graduated with degree in social science, development studies, monitoring and evaluation, or a related field and master degree in a relevant field are preferred**
- Minimum 2 years of experience in Project monitoring and evaluation, project management or related field
- Experience in setting up database for program data, designing and using research and compiling reports, result-based planning (log frame) and setting up robust planning systems for complex program
- Experience in facilitation of trainings and workshops especially in PMER and and Community Engagement & Accountability (CEA)
- Computer literacy skills with advanced skills in MS Excel and data base, Graphic design and data visualization skills, and basic understanding of spatial data analysis by using QGIS/ArcGIS
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- Strong skill in report writing with numerical recording detail and ability to meet deadlines, and excellent communication Skills, both oral and written and problem-solving skills
- Knowledge of organization wide PMER CEA concepts, and Project Cycle Management
- Ability to travel anywhere at short notice, and to work independently and as part of a team
- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines
- Understanding of commitment to and willingness to actively promote the Red Cross and Red Crescent Fundamental Principles

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- Experience of working for the Red Cross/Red Crescent is preferred

****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 (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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