



## Vacancy Announcement

M & E Officer, Yangon,

1 post

19<sup>th</sup> June 2020

**Deadline: 29<sup>th</sup> June 2020**

Background:

Nyein Chan Metta Organization (*Religions for Peace-Myanmar*) (*RfP-M*) is a national interreligious body. It offers a platform for religious leaders on joint advocacy, coordinated program response and training, mobilization of local communities around issues of public concern and for channeling resources through local congregations and other faith groups.

*RfP-M* is seeking an experienced professional for the position of Monitoring & Evaluation Officer (M&E Officer). The M&E Officer will be responsible for the oversight, implementation, monitoring and evaluation, managing systems to collect, manage, and analyze data of the “*Supporting peacebuilding and conflict prevention process through women participation*” project which will be funded by Paung Sie Facility (PSF) and implemented at Pyay, Myitkyina, Kyaukphyu and Yangon.

### **JOB DESCRIPTIONS**

- Develop and oversight the implementation of the project Monitoring and Evaluation Plan for monthly, quarterly and annually.
- Design appropriate data collection and evaluation tools.
- Oversee the development, on-going modifications, strengthening and functioning of *RfP-M* M&E databases.
- Report to respective donors as their requirements.
- Closed coordination and collaboration with stakeholders and Secretariat.
- Supply technical guidance and oversight in the data collection, consolidation, compilation analyzing, reviewing, reporting and feedback.
- Provide day-to-day oversight of project coordination and implementation.
- Supervise regular data collection through implementing partners and ensure quality of the data by random verifications and validations.
- Prepare evidence-based monitoring reports for transparency, accountability and learning.
- Support all M&E initiatives including monitoring data quality, tacking the progress of activities using indicator tracking table.
- Performs regular field monitoring visits to ensure the quality of data collected by projects and to verify the accuracy of reported data.

- Analysis of project implementation data and report to supervisor for implementing status in the field areas.
- Presents the progress and challenges of the project implementation to partners and members of *RfP-M*.
- Keep all collected data properly including success stories and meeting minutes.
- Lead M&E workshops and meetings if necessary to get clarification for data accuracy with stakeholders
- Liaise with local partners, Core Members, Interfaith Committee members, Women of Faith Network (WoFN) and Interfaith Youth Network (IYN) and Religious leaders.
- Work closely with *RfP-M* Secretariat for all necessary processes.
- Supervise Field Monitors related to M & E data.
- Attend partners meetings and other stakeholders meeting if Program Manager request.
- Travel to project areas and engage with diverse religious, ethnic groups, local administrative authorities for interreligious cooperation and social cohesion.
- Other tasks as necessary.

#### **Required Qualifications and Experience**

- A minimum of Bachelor degree with work experiences in Non-governmental Organizations.
- A minimum of Three years of professional work experience in development organization focusing on M&E field.
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationship with people of all religious and ethnic backgrounds.
- Ability to write good M&E report to submit respective donor organizations.
- Excellent writing analytical skills in English and Myanmar languages required.
- Willingness to travel to project areas and engage with diverse religious and ethnic groups.
- Proficiency in computer application – Microsoft Office Word, Excel and PowerPoint.

#### **Behavioral Expectation**

- Respect and understand religious differences.
- Preserve the identity of each religious community.
- Model behavior that reflects a commitment to initiating and satisfactorily completing all tasks within agreed expectations.
- Model behavior that reflects positive organizational values and a holistic, participatory, sustainable approach to development, and behavior that is sensitive to local conditions and culture and the expectations of local leaders.
- Model behavior that facilitates the inclusion of marginalized members of the community in program activities.
- Assure actions are sensitive to the concerns of various parties, trying to develop trust and a long-term perspective where possible.
- Model scrupulous honesty and careful stewardship of financial and other resources.

- Commitment to learn. Open to change and to try new things. Demonstrated initiative, creativity and self-motivation. Demonstrated commitment to ongoing personal development.
- Service to clients and other members of the team and help others to learn and grow. Able to consider other's needs and points of view as well as their own. But can be firm when needed.

### **Application Instructions**

Please **note that only shortlisted candidates will be contacted**. Shortlisted candidates will be called for written test and oral interview. Written test and oral interview will be conducted in *RfP-M* Office in Yangon.

Please send cover letter, resume, and any expected salary requirements preferably in English to [office@rfpmm.org](mailto:office@rfpmm.org) and [rfp.m.pm@gmail.com](mailto:rfp.m.pm@gmail.com)

[Address: No. 196, 1<sup>st</sup> Floor, Ward 10, Bogyoke Aung San Road, Botathaung Township, Yangon11162, Myanmar]

**Note: 1.** Eligible for Myanmar National only and Submission of application after deadline will NOT be considered.

2. Please indicate clearly for your applied post in email subject. Eg. *"Applied for M&E Officer"*