CARE International in Myanmar is looking for a suitable candidate for the following position:

**Senior Manager-Monitoring and Evaluation (1) Position _ National**

Basic Salary + 13th Month Annual Bonus + 14th Month Salary + Other Benefits

**Grade:** G  
**Duty station:** Yangon – Country Office  
**Supervisor:** Director – Information, Documentation, Monitoring and Evaluation

**Purpose of the Role**

The purpose of this position is to ensure the provision of technical advice and substantive support to CARE Myanmar in the area of monitoring, evaluation, learning and accountability. This position may be required to travel to field offices and overnight stays may be required.

**MAIN RESPONSIBILITIES**

**STRATEGY AND LEADERSHIP**

- Assist to Director – Information, Documentation, Monitoring & Evaluation (D – IDME) to develop and implement the monitoring and evaluation systems; and
- Demonstrate a passion for gender equality, women’s empowerment and a commitment to CARE’s approach and values including ethnic diversity and cultural sensitivity.

**MONITORING AND EVALUATION (M&E)**

- Conceptualize, develop and oversee the implementation of CARE Myanmar’s monitoring, evaluation, learning and accountability plans and ensure that systems and processes support the achievement of results;  
- Support in the development and implementation of Monitoring and Evaluation plans;  
- Develop and implement outcome monitoring system, update M&E framework on regular basis in conjunction with programme teams to track projects’ progress ensuring log frame milestones are achieved;
• Play a key role in strengthening CARE and potential partners in relation to M&E system and reporting;
• Assess partner’s M&E systems, and provide necessary technical support on designing of M&E system;
• Ensure that internal evaluations, project reviews, and assessments, are technically sound and implemented in timely manner in order to support decision making and scheduled reporting;
• Participate in and support technical studies and assessment/surveys conducted by the program;
• Support other technical research by providing input about appropriate methodology;
• Support Program Department on strengthening M&E systems;
• Conduct regular monitoring and evaluation visits to project and timely submission of field reports to the D-IDME;
• Ensure accountability measures are working in project activities;
• Participate in regular quarterly, mid-term, and annual reflection workshops, learning and reporting workshops with the team as required;
• Closely work with Senior Program Officer – Reporting to support compliance to donor reporting requirements.

DATA MANAGEMENT
• Consolidate and validate Monthly Activity Tracking Sheet data, Monthly Progress Report data from field offices;
• Ensure that data are in high quality, analyze M&E data and develop M&E reports;
• Provide technical support for data treatment and analysis as well as monitoring report;
• Ensure that Project Officers collect accurate data and information as detailed in the Monitoring & Evaluation plan including beneficiary tracking;
• Make sure that data is available for the project management, organizational communications, and fundraising;
• Support to field office project staff on processing of data for Programme Information and Impact Reporting System and other reporting requirements; and
• Lead role in compilation of annual Programme Information and Impact Reporting System as per agreed standard templates.

STAFF CAPACITY BUILDING
• Provide technical support, mentoring and training for staff related to monitoring, evaluation, learning and accountability;
• Provide technical support on the use of M&E tools and reporting of project activities; and
• Facilitate training sessions for project staff on project monitoring, data treatment and analysis and any other M&E related topic in the Field Office and Country Office.

PARTNERSHIPS AND NETWORKING
• Participate in related forums, workshops, meetings, or other events as required;
• Provide clear explanations of the Project and CARE’s work in Myanmar to partners, government agencies and other relevant stakeholders; and
• Provide support to the partners through mentoring and on-the-job training including the explanation of CARE Myanmar policies and procedures.

TEAM MANAGEMENT
• Oversee and manage the work of direct reports, including leading effective team work and relationships and ensuring regular team meetings and communications to the team; and
• Ensure all direct reports have clear work plans and a strong understanding of their role and contribution to project goals and the deliverables.
COMMON ACCOUNTABILITIES FOR CARE MYANMAR STAFF:

- To proactively manage in the APPA process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities as ways of improving performance and outcomes;
- Engage in emergency preparedness, assist in any emergency response as required;
- As an Emergency Response Team (ERT) member, actively participate in the assigned role, related to a specific emergency response;
- Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies, procedures;
- Demonstrate an ongoing commitment to Gender Equality, Diversity, Child Protection and Protection from Sexual Harassment, Exploitation and Abuse; and
- Comply with CARE Myanmar’s financial and operational requirements, foster strong communication between operations and program teams and uphold high standards of honesty and integrity in personal conduct.

EXPERIENCE AND QUALIFICATIONS:

- Minimum Master’s degree in Development, Social Science, Statistics, Research methodology or equivalent and/or minimum 6 year relevant working experience in monitoring, evaluation, learning, and accountability, data analysis area especially in an International Non-Government Organization (INGO) or similar organization;
- Demonstrated ability to transmit high level monitoring, evaluation, learning and accountability technical knowledge to staff and partners;
- Proven ability to write clear and well-argued assessments and project reports for both internal and external stakeholders;
- Demonstrated high level organisational and time management skills, including the ability to plan and manage workflows and balance competing priorities to ensure timely processing to meet deadlines in a complex environment;
- Demonstrated strong leadership, decision making, problem solving, negotiation, planning, analytical and influencing skills;
- Proven skills in representing and developing networks, relationships with key stakeholders;
- Demonstrated ability to apply gender, diversity and women’s empowerment principles to monitoring, evaluation, learning and accountability;
- Demonstrated honesty, maintaining confidentiality, reliable and trustworthy;
- Fluent oral and written communication skills in both Myanmar and English;
- Minimum, intermediate (very good) understanding of desktop-based programs, including word processing packages and power point. Excellent desktop skills are preferable; and
- High level of data analysis skills and command over data analysis programs (Advanced Excel, SPSS, Access, and mobile data collection applications (e.g. KoBo, CommCare).

To apply for this rewarding position please send a cover letter stating against the selection criteria maximum 2 sentences for each selection criteria, along with a current C.V., and copies of any references or testimonials to the address below not later than 31st October 2019. Only successful candidate will be contacted for interview.

Human Resources Department  
CARE International in Myanmar  
No. 3, Mya Sabai Street, Parami Yeikthar,  
Yankin Township, Yangon, Myanmar.  
Email: MMR.Recruitment1@careint.org
CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

CARE is committed to Child Protection and Protection from Sexual Exploitation and Abuse, applicants are advised that appointment will be subject to appropriate background checks and screening.

**Note:**
- Application will not be successful if applied position is not mentioned correctly.
- For internal candidates: Applicants should inform the respective line managers at the time of application.