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

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

**Duty station:** Yangon

**Supervisor:** Director – Strategic Coordination

**Purpose of the Role**
Provide expertise in Monitoring and Evaluation to the Aung Myin Hmu project, ensuring planned activities, outputs and outcome are fulfilled. Lead on the development and implementation of M&E systems for the Project.

Reporting to the Director - Strategic Coordination this position will work closely with communications, finance and programme staff.

**MAIN RESPONSIBILITIES**
- Manage the M&E team of 3 people. Work with the team to develop, and implement a time driven, regular work plan;
- Lead the M&E processes including revising as necessary the M&E systems for regular monitoring of the Aung Myin Hmu Project;
- Review the existing database and data management process to align with LIFT reporting system;
- Support to set up feedback mechanism to get recommendation and suggestion from communities, factories and workers;
- Review the M&E mechanism and tools to fulfil donor requirements, and project needs;
● Revise and update M&E tools, analysis plans etc. to ensure relevance to Aung Myin Hmu project needs;
● Coordinate and ensure data collection in factories, training centre and communities;
● Ensure the M&E team collects documents, forms and other evidence from the project staff regularly;
● Compile and analyse data and information in accordance with project log frame, donor requirements and CARE International reporting requirements;
● Prepare donor reports and other relevant reports in collaboration with the Communications Officer to produce infographics;
● Provide regular updates to project team members to share learnings from project progress;
● Work together with key team members to set up M&E mechanism to inform the development of marketing and advocacy tools;
● Deliver Training to other project staff to ensure effective use and understanding of M&E tools;
● Take part in meetings on the issues of reporting and establishment of holistic M&E approach for all the partners;
● Monitor activities regularly to ensure predefined targets are met and to measure project’s progresses against log frame; and
● Undertake other activities assigned by the Director of Strategic Coordination.

COMMON ACCOUNTABILITIES FOR CARE MYANMAR STAFF:
● Maintain comprehensive filing systems/database for all documents;
● 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;
● 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 Bachelor degree in computer, social science or other relevant field. Masters’ degree in research, social science is preferable.
● Minimum 5 years of M&E experience, of which 2 years must be working with an NGO and with good knowledge of NGO context and good staff supervision experience
● Have experiences in LIFT reporting system
● Thorough knowledge of developing monitoring and evaluation, accountability and reporting systems, mechanism and tools
● Familiarity with LIFT reporting system would be an asset
● Experience in organizing and managing surveys through external/outsourced data collectors.
● Excellent numerical skills and understanding of data analysis/ statistical methods
● Good knowledge on use of statistical software such as SPSS or STATA
● Competent in using information technology including word-processing and spreadsheets.
● Good track record of project management
● Good understanding of different international donor regulations and strong experience in various reporting requirements.
● Great attention to detail and a result driven approach
● A highly motivated person, self-starting, resourceful and work independently.
● Strong analytical, interpersonal skills, decision making and communication skills
● Fluent oral and written in Myanmar is required.
● Proficiency in oral and written English (Desirable, but not essential)
● Understanding CARE activities in general terms
● Proven experience in the Garment sector

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., with a minimum of two professional references, one of which must be from the most recent line manager and copies of testimonials to the address below not later than 22nd March 2020. 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.