CARE International in Myanmar is one of the world’s largest independent development and humanitarian organizations dedicated to ending poverty and injustice. CARE’s vision is a world of hope, tolerance and social injustice, where poverty has been overcome and all people live in dignity and security. Since 1995, CARE International in Myanmar (CARE Myanmar) has worked in partnership with remote, rural, conflict-affected and urban communities, government and non-government actors to reach those affected by humanitarian crisis and living in extreme vulnerabilities through a non-religious and non-partisan approach.

Putting women and girls at the centre of our work, whilst equally focusing on engaging men and boys, CARE Myanmar’s 15-year Long-Term Programs focus on achieving lasting change for women and girls in urban areas; and women and girls in remote, rural and conflict-affected areas. CARE International Myanmar is currently working with around 200 staff currently operating from 8 field offices across Myanmar, supported by our main office in Yangon.

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

**Senior Program Officer-Monitoring & Evaluation (1) Position _ National**

Basic Salary + 13th Month Salary + other Benefits

**Grade:** D  
**Duty station:** Yangon  
**Supervisor:** Senior Manager – Monitoring & Evaluation  

**Purpose of the Role**

The Senior Program Officer – Monitoring & Evaluation (SPO-M&E) is to ensure the technical quality and support the day to day implementation of CARE project’s monitoring, evaluation, learning and accountability activities in accordance with CARE’s national monitoring and evaluation plan.

This position may be required to travel to communities frequently and overnight stays may be required.

**MAIN RESPONSIBILITIES**

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

- Apply technical skills and expertise in monitoring, evaluation, learning and accountability to support the successful development and implementation of project initiatives;
- Support the development, refinement, compilation and review of M&E systems and tools including the database;
• Under the direction of Senior M&E Manager, maintain and update project data, review M&E matrix, indicators regularly and analyse project results for program improvement;
• Conduct regular monitoring and evaluating of project activities;
• Ensures that monitoring, evaluation, learning and accountability data is used throughout the project management cycle to continually improve CARE’s programs;
• Support the organisation and facilitation of quarterly, mid-term, and annual reflections and evaluations of project activities; and
• Provide feedback on program activities to CARE Myanmar, project partners, communities, and other stakeholders.

REPORTING AND RESEARCH
• Support the documentation of project activities, processes, emerging models, case studies and lessons learned;
• Maintain relevant learning and research related to M&E;
• Lead the collection of information for donor reports, presentations, and other documentation purposes;
• Ensure timely submission of reports to the line manager;
• Support the design, logistics planning, implementation, and analysis of baseline studies, research studies and project reviews and evaluations;
• Provide logistics and technical support for enumerators for other external researchers linked to research and evaluation activities; and
• Lead the collection and compilation of data.

CAPACITY STRENGTHENING
• Support the capacity strengthening and evaluation of partner’s M&E systems and tools;
• Provide technical assistance and support to, project staff, partner organisations in the development, management and socialisation of M&E systems and tools; and

PARTNERSHIPS AND NETWORKING
• Co-ordinate activities that involve other project staff, ensuring that roles within the team are clear and that individuals know what is expected of them;
• Participate in relevant forums, workshops, government meetings, or other events as required; and
• Provide clear explanations of the Project and CARE’s work in Myanmar to partners, and other stakeholders to build positive working relationships.

COMMON ACCOUNTABILITIES FOR CARE MYANMAR STAFF:
• To proactively participate 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; and/or minimum technical diploma and/or 3 years relevant work experience in monitoring, evaluation, learning and accountability preferably with an International Non-Government Organisation (INGO);
• Experience in designing and implementing MEL tools and processes;
• Experience in communications and/or creative media is highly desirable;
• Good knowledge on use of statistical software such as SPSS or STATA is an added advantage;
• Ability to maintain comprehensive records and filing systems;
• Demonstrated experience in following standard policies, procedures and processes and ensure the implementation of detailed transactions;
• Demonstrated good leadership, interpersonal, training and facilitation skills, sound judgment, planning, decision making and problem solving;
• Demonstrated organizational and time management skills, working in a team and the ability to work under pressure and to organize and manage workload to meet deadlines;
• Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality;
• A willingness to learn about CARE, gender equality and women’s empowerment activities;
• Minimum good oral communication and writing in both Myanmar and English language, and
• Fully conversant in desktop-based programs, including MS Office packages, power point, data entry and management platforms.

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 13th July 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.