CARE International 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’s Aung Myin Hmu project, in collaboration with the Ministry of Labour, Immigration and Population (MoLIP), supports the growth of the industry through a strengthened vocational training system and safe workplaces for garment workers. AMH also supports the advancement of women workers through the combination of skills training and ‘outside factory’ support services.

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

**Monitoring and Evaluation Analyst (1) Position _ National**
Basic Salary + 13th Month Salary + other Benefits

**Grade:**  E  
**Duty station:** Yangon  
**Supervisor:** Monitoring and Evaluation Manager

**Purpose of the Role**
The Monitoring & Evaluation Analyst supports the day to day implementation of Aung Myin Hmu Project’s (AMH’s) monitoring, evaluation, learning and accountability activities ensuring that the project has sufficient information to make informed decision about programming, that training is to a high quality and that there are monitoring and evaluation mechanism in place, and that the work of project is well-documented and communicated to internal and external stakeholders.

**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 M&E Senior Manager, maintain and update project data, review M&E matrix, indicators regularly and analyse project results for project improvement;

Collate and clean data, update and regularly review the Trainee Database;

Conduct regular monitoring and evaluation of project activities;

Facilitate Focus Group Discussions (FGD) a for all courses as necessary;

Ensure that monitoring, evaluation, learning and accountability data is used throughout the project management cycle;

Support the organization 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;

Assist M&E Coordinator in developing baseline and end line questionnaires in English and Myanmar for courses;

Provide logistic and technical support for enumerators for other external researchers linked to research and evaluation activities; and

Lead the collection and compilation of data in accordance with project log frame and donor requirements.

CAPACITY STRENGTHENING

Provide technical assistance and support to, project staff, partner organisations in the development, management and socialisation of M&E systems and tools.

PARTNERSHIPS AND NETWORKING

Make arrangements for data collection with factories and trainees;

Carry our data collection in factories and with trainees;

Participate in consortium meetings on the issues of reporting and establishment of holistic M&E approach for all partners;

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.

OTHER RESPONSIBILITIES

Provide support in facilitating factory placement for graduated trainees together with Training Line Officer; and

Undertake tasks for selecting and reviewing trainees profile by doing aptitude and IQ test.
COMMON ACCOUNTABILITIES FOR CARE MYANMAR STAFF:

- To proactively participate in the Annual Planning and Performance Appraisal (APPA) process, midyear review and regular 1:1 meeting, 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 3 years’ relevant work experience in monitoring, evaluation, learning and accountability preferably with an International Non-Government Organisation (INGO);
- Experience in designing and implementing Monitoring, Evaluation and Learning tools and processes;
- Demonstrated numerical skills and understanding of data analysis/statistical methods;
- 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 organisational and time management skills, working in a team and the ability to work under pressure and to organise and manage workload to meet deadlines;
- Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality;
- 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 20th 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.