JOB ANNOUNCEMENT
CARE International in Myanmar

Date: 1st September 2020

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 International in Myanmar is implementing the Generating Rubber Opportunities (GRO) Myanmar project. GRO works to support a more resilient, competitive, environmentally sensitive and inclusive rubber economy in southeast Myanmar through engaging with the public and private market actors, policy makers, international and national think tanks and other relevant stakeholders. The project also focuses on Women’s Economic Empowerment and environmental sustainability.

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

**Project Officer - Monitoring and Results Measurement**

(1) Position _ National

Basic Salary + 13th Month Salary + other Benefits

Grade: C
Duty station: Mawlamyine
Supervisor: Senior Project Officer- Monitoring and Results Measurement

**Purpose of the Role**

The Project Officer – Monitoring and Results Measurement (PO– MRM) is part of the Monitoring and Result Measurement (MRM) team of GRO Myanmar Project. This position is responsible for the delivery of specific MRM functions in GRO Myanmar.

The PO - MRM will work closely with the program team to provide support to all existing activities, quality assessment and improvement of on-going monitoring and all results measurement activities.
More specifically the PO –MRM is responsible for the maintenance of the database of all grantees to ensure it is appropriate for storage, reporting, and information using software simple statistics software.

This position is based in Mawlamyine but the PO-MRM will be required to travel to project locations in Mon, Kayin and Tanintharyi.

**MAIN RESPONSIBILITIES**

**SUPPORT MONITORING AND RESULTS MEASUREMENT (MRM) SYSTEM DEVELOPMENT, IMPLEMENTATION AND COORDINATION**

- Provide inputs into the GRO MRM management system under the supervision of the SPO- MRM;
- Support the MRM team and results measurement functions to develop concept notes, Intellectual Property (IP) development, report generation and evaluation of interventions;
- Support results-based planning to ensure that MRM activities are integrated in the planning phase and throughout implementation of specific interventions;
- Conduct regular monitoring and evaluating of project activities as directed by the SPO - MRM; and
- Support the development of communications and creative media products as directed by SPO-MRM and/or Project Director.

**DATA COLLECTION AND DATA ANALYSISING**

- Support the development of baseline data collection plans and household data collection from project staff, and regular project data monitoring;
- Ensure timely and accurate data entry for monthly implementation of project intervention activities (Rubber, Land, Business Development and Gender and WEE);
- Responsible to follow up with subjects in order to resolve issues and/or clarify data collected; and
- Conduct regular monitoring visits to project sites and document lesson learned.

**SUPPORT Reporting and Research**

- Assist the SPO-MRM to produce timely reports;
- Provide feedback to the SPO-MRM on project activities and processes, lessons learned, project partners, communities, and other stakeholders in order to contribute to accurate reporting; and
- Assist the SPO-MRM with design; logistics planning; implementation; analysis of baseline and research studies; project reviews and evaluations.

**CAPACITY STRENGTHENING**

- Support the capacity strengthening and evaluation of partners’ MRM systems and tools;
- Support to, GRO and project staff and partner organisations in the development, management and socialisation of MRM system and tools; and
- Participate in forums, workshops, government meetings, or other events as required.

**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 technical diploma in a related field and/or vocational training in related field and/or minimum 2-years work experience in monitoring, evaluation and results measurement, preferably with proven experience in agriculture, business/economic and value chain development projects;
• Previous experience in analysis of qualitative and quantitative data, preferably with expertise in any of these data management tools is preferable;
• Understanding of market systems development/ value chain development will be an advantage;
• Demonstrated skills in participatory techniques, good interpersonal skills, planning, training and facilitation skills;
• Demonstrated strong personal commitment to the goal of women’s empowerment;
• A willingness to learn about CARE, gender equality and women's empowerment activities;
• Proven ability to implement project activities within defined policies and procedures with supervision;
• Minimum good oral and written communication skills in both Myanmar and English Language;
• Minimum good understanding of desktop based programs, including word processing, spreadsheets and databased software; and
• A willingness to work within a multidisciplinary team and experience in collaborative approaches to work.

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 29th September 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.