



Network Activities Group (NAG)

No.31(A-1), Mya Hnin Si Street, 27-Ward, Rose Park (3), North Dagon Township, Yangon, Myanmar.
Tel: 09-450694361~5, Fax: 01 8010233, Email: info@nagmyanmar.org , Web: www.nagmyanmar.org

VACANCY ANNOUNCEMENT Reference No: NAG/HR-VA-053/2018

Network Activities Group (NAG) is a national registered non-government organization in Myanmar. In fostering our vision “Emergence of a peaceful, prosperous and dignified society that values equity and diversity”, NAG focuses on the Governance Approach, intending to necessary changes of various stakeholders and existing practices towards good governance which is essential and core for the sustainable development and win-win solutions for all stakeholders. Accordingly, NAG has engaged stakeholders of all levels and different areas including local, regional and national government departments, trying to promote interaction, good relations, and eventually coordination and collaboration among them. Given that nature of facilitating and coordinating activities, and creating networks of development efforts with partners, and promoting governance among relevant stakeholders, NAG implements livelihood, natural resources management and rural development programs and projects in Central Dry Zone, Coastal and Delta, Hilly Region and South Eastern Part of Myanmar.

NAG is looking for strong, committed candidates for the following positions:

Post Title : M&E Officer (1) Post
Duty Station : Magway & Min Bu and Thongwa & Kayan Based (50% time sharing for)

Contract Type – One year with 3 months probation (possibility to extend/renew based on performance multiple years)

Deadline for application : As soon as possible

Send application together with cover letter, CV, recent photos and references to hr.recruitment@nagmyanmar.org, or address – “Recruitment Unit, Network Activities Group (NAG) No.31(A-1), Mya Hnin Si Street, 27-Ward, Rose Park (3), North Dagon Township, Yangon. Phone: 01 8010233, 09 450694361~5.”

Major Duties and Responsibilities

Under the overall authority of Chief Executive Officer of the Network Activities Group, collaboration and guidance from the Program Manager, the direct supervision of the Project Manager, the incumbent will perform the following duties.

- Develop appropriate tools and methodologies to support program/ project accountability mechanism
- Promote a results-based approach for monitoring and evaluation, emphasizing results and impacts
- Provision of inputs in the development of the overall monitoring and reporting system of the program as per programme log-frame



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- Maintain program database/ management information system to monitor and report program activities
- Perform field visits to ensure the quality of data collected by project staff and to verify the accuracy of reported data
- Lead to analyze the project progress against the milestones and provide support to the project teams, partners and stakeholders in effectively meeting the requirements of M&E framework
- Prepare presentations/ reports based on critical analysis of data collected
- Lead in improving project internal monitoring and reporting procedures
- Lead in design of surveys, monitoring and self-evaluation exercises
- Develop criteria and evaluation scheme for the project impact, benefit and sustainability
- Support Program Manager to ensuring that donors, partners and senior management team data queries are addressed in an accurate and timely manner
- Coordinate all communication and advocacy related activities of the project within the overall project logical framework, including assistance to integration of project results and other related government programs and policies
- Work closely with the program/project team and the partners to ensure that all M&E activities adopt a capacity strengthening approach that balances capacity development for partners and staff and delivery of project output, outcome and impact
- Monitor the follow up of evaluation recommendations
- Any other duties as assigned by Project Manager

Qualification Requirements

- Degree in social science, information technology, data management and analysis, project management, statistic or relevant sector
- Minimum three years experiences in the monitoring and evaluation with practical experience in community work.
- Skilled in quantitative data collection and have knowledge of statistical data analysis
- Excellent verbal and written communication skills, confident in presentations, able to provide comprehensive plans and reports
- Strong organizational capacities, self-motivated and ability to work efficiently with minimal supervision
- Competence in spoken and written English

Note:

Only short-listed candidates will be invited for interview. Telephone inquires will not be responded. We are not obliged to return all received application.

(Please do not send original documents as they will not be returned)