



Network Activities Group (NAG)

No.51, Shukhinthar Street, Ward -27, Rose Garden, North Dagon Township, Yangon, Myanmar.
Tel: 09-450694361~5, Email: info@nagmyanmar.org, Web: www.nagmyanmar.org

VACANCY ANNOUNCEMENT

Reference No: NAG/HR-2022/0008

M&E Associate: NAG HQ

Title	Network Activities Group
Country	Myanmar
Position	M&E Associate – 1 post
Duration	The contract will be for a period of 12 months (with 3-month probation period), with the possibility of extension based on requirements and performance annually.
Location	NAG-HQ; Yangon Region
Applications closing date	31st -May-2022
How to apply	Submit application together with 1) cover letter explaining why you would be a good fit for this role, 2) CV detailing relevant experience and qualifications, 3) recent photos and contact details for two relevant references to recruitment@nagmyanmar.org or address – “Recruitment Unit, Network Activities Group (NAG) No.51, Shukhinthar Street, Ward-27, Rose Garden, North Dagon Township, Yangon. Phone: 09 450694361~5.”
Note	Only short-listed candidates will be invited for interview. Telephone inquiries will not be responded. We are not obliged to return all received application. (Please do not send original documents as they will not be

1. Background of Network Activities Group

Network Activities Group (NAG) is a national registered non-profit 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.



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2. The Role

M&E Associate, this position needs to support the Monitoring, Evaluation and Management Information System (MIS) process task, directly supervised by the M&E Officer/ PQL Manager and closely collaborates with project teams and NAG HQ Teams. He/she will work mainly on development, maintenance, and management of project data and quality assurance in empowering Monitoring, Evaluation and MIS tasks.

3. Responsibilities

- Assist M&E officer/PQL Manager in developing of project/ program M&E frameworks and developing appropriate tools and methodologies relevant to the specific need of the program of the NAG projects.
- Maintaining program database & management information system (MIS) to monitor the program activities.
- Conducting field visits to ensure the quality of data collected by project staff and to verify the accuracy of reported data.
- Organizing of Bi-weekly meeting together with M&E team.
- Supervising/ Supporting of Assistants under M&E unit.
- Assisting the M&E Officer/PQL Manager to analyze the project progress against the milestones and provide support to the project teams in applying the project M&E framework.
- Prepare quarterly M&E report based on the quarterly field visits and analysis of M&E data base.
- Assist the M&E Officer/PQL Manager in designing and conducting the project evaluation for measuring impacts and outcomes of the project.
- Assist M&E officer/PQL Manager in preparing of donor reporting (M&E report and data base).
- Assist M&E Officer/PQL Manager in strengthening the capacity of program/ project team in M&E aspect ensuring in understanding the Program and project M&E framework, data collection tools and reporting against the project log-frame.
- Assist M&E officer/PQL Manager in designing and organizing of organizational review and quarterly meeting.
- To lead and support multi-research of the organization as develop research methodologies, data collection, data entry and cleaning, reporting.
- To take any other relevant duties as may be assigned by supervisor.

4. Requirements

The ideal candidate will have the following qualifications:

- Bachelor degree in social science, information technology, data management and analysis, project management, Statistics or relevant sector.
- At least 2-year experiences MEAL or similar; Monitoring and Evaluation.
- Experience in conducting Research/Assessment/Survey using software applications.
- Excellence in written and verbal communication skills, confident in presentation, able to provide comprehensive plans and reports.
- Strong organizational capacities, self-motivated and ability to work efficiently with minimal supervision.
- Team work and team spirit with strong motivation to work and ability to work in diversity working environment.
- Strong interpersonal skills and organizational skills, including time management, ability to meet deadlines and under pressure
- Proficiency in Microsoft package including Words, excel and power point, data analysis tools.
- Competence in written and spoken in English.



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5. Management

Under the overall authority of Chief Executive Officer of the Network Activities Group, collaboration and guidance from PQL Manager under the direct supervision of M&E Officer, M&E Associate will report directly to the M&E Officer/ PQL Manager.



Network Activities Group (NAG) is an equal opportunity employer and women are encouraged to apply. Network Activities Group (NAG) is committed to 'Zero Tolerance' to child abuse and sexual harassment. All Network Activities Group (NAG) staff are required to sign NAG's CoC and adhere to it at all times.
