



Network Activities Group (NAG)

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

VACANCY ANNOUNCEMENT

Reference No: NAG/HR-2022/0022

M&E Officer

Project Title	Sesame, Peanut, Bean: Resilient Community Economies and Sustainable Production Organization in Dry Zone, Myanmar
Country	Myanmar
Position	M&E Officer (1) Post.
Duration	The contract will be for a period of 3-month (including a probation period) with the possibility of extension based on project requirements and performance annually.
Location	Magway Division
Applications closing date	13 August-2022 (As soon as possible)
How to apply	Submit application together with 1) A cover letter explaining why you would be a good fit for this role, 2) A CV detailing relevant experience and qualifications, 3) recent photos and contact details for two relevant references to recruitment@nagmyanmar.org
Note	Only short-listed candidates will be invited for interview. Please, do not send original documents as they will not be returned.

1. Project Background

The specific objective of the *Sesame, Peanut, Bean: Resilient Community Economies and Sustainable Production Organization in Dry Zone, Myanmar (S.A.F.E.C.R.O.P.S)* project is “to improve the economies of farmers families and micro and small businesses that are part of the supply chains of sesame, peanut and green mung bean, main crops and income source in the intervention areas. The components of the project act on the main restrictions that, at the supply chain level, limit an integrated, sustainable and inclusive development, in particular by improving in the following component; 1) **The Productive aspects (Result 1)** is increasing the local availability of adapted varieties of seeds (climate smart), favoring the application of certified crop techniques (Good Agriculture Practices), sustainable and efficient cultivation techniques, facilities access to subsidized credit for individual production needs 2) **Access to Market (Results 2)** is favoring joint sales through the only dry zone peasant association present at the regional level, facilitating contact production and access to subsidized credit for the needs of associations and micro and small supply chain business. 3) **Governance (Result 3)** is strengthening the field association structuring, the inter-relations and the capacity of public extension services, promoting participatory multi-actor planning and synergy for the supply chain policies.



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2. Job Context

M&E Officer will play the key role on enhancing transparency, accountability of activities to be able to meet with its outputs and outcomes; regular monitoring to output and outcome indicators as per MEAL Frame; timely manage to Activities and Budgeting Target vs Actual and developing strong database and performing on Data Entry and analysis of project's Data.

3. Major duties and Responsibilities

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

- Enhancing transparency, accountability of activities which meet with output and outcomes of the project.
- Participation in Work Plan development of the project and regular monitoring to output and outcome indicators as per MEAL Frame.
- Effective participation & suggestion to projects' trainings and workshops which can give positive results to project's vision & mission.
- Advising design of meeting and workshop to be more effective events.
- Assist in beneficiary selection in reliable methods and procedures.
- Regular Monitoring to village level implementations.
- Regular Monitoring to both of activities target and Budgeting target
- Timely inform to Activities and Budgeting Target vs Actual to supervisors.
- Developing strong database and performing on Data Entry and analysis of project's Data.
- Report M&E related project villages' improvement, success and issues to supervisor
- Assist to supervisor in communication and coordination.
- Assist to admin, finance and logistic process if needed.
- Regular submission of Timesheets/ monthly reports to respective supervisors.

4. Key Qualification and Experience

The ideal candidate will have the following qualifications:

- Bachelor degree and relevant experience.
- Five years' experiences in related project works as M&E MIS
- Ability to work effectively in a multi-cultural environment
- Understanding on how to use MIS system
- Able to skill on Microsoft office package and statistics
- Respect for accountability, transparency and openness



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5. Other Requirements

- Data analysis in relevant project.
- Able to work in a multicultural environment
- Be able to work with multi-stakeholders
- Able to work under pressure, multi-task
- Able to conduct field visit to monitor the project activities if required.
- Uphold the mission, vision and values of Network Activities Group (NAG)
- Adhere the rules and regulations, procedures, and policies of Network Activities Group

6. Contract Terms

The contract will be for a period of 3 months' probation period, with the possibility of extension based on project requirements and performance annually.

7. Background implementation of the organization

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.

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.
