



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-2022/0026

Monitoring & Evaluation Assistant

Project Title/ Program	Community Led Local Governance Through Women Empowerment (CLLWE) Project
Country	Myanmar
Position	Monitoring & Evaluation Assistant (1 -position)
Duration	The contract will be for a period of 3-month (1 st October to 31 st December 2022)
Location	Mongyai Township, Northern Shan State
Applications closing date	22 nd September 2022 (As soon as possible)
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. Project Background

NAG is implementing “Community led local governance through women empowerment” project at 45 villages in Mongyai Township, Lashio District, Northern Shan State from 2017 to 2022. In order to meet with the project goal, NAG aims to achieve improved alternative livelihood opportunities and changed attitude on gender equity and resource rights of targeted community in Mongyai Township. We will achieve this objective by taking direct responsibility for changes secured in improved access to public services; sustainable increased farm productivity and incomes, improved natural resources management and better understanding on women rights & resource rights.

2. The Role

The role of the monitoring & evaluation assistant is to assist project manager for project planning, implementation, monitoring & reporting (monthly, quarterly & annual report) and day to day supervision and support to field project team under the project guideline. S/he will be responsible for data entry on filed level implementation as per requirement, to monitor the project activities and budget in order to achieve the project target and to develop strong database and analysis of project’s data.



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3. 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.

- Support field level implementation of project to meet the output and outcomes of the project
- Assist the Project Manager in monitoring the field level implementation of the project
- Regular development of detail M&E plan and budget
- Prepare monthly report for M&E data of the project
- Monitor the field level implementation and collect the case study and stories from the field to illustrate the project impact, lesson learn and challenges.
- Participate in monthly workplan development to ensure to meet output and outcomes of the project
- Provide activities progress report of the project on a monthly, quarterly, and annual basis
- Assist in collecting required data for the preparation of monthly, quarterly, and annual reports
- Develop and collect data/information, compile, verify/clean, analyze, evaluate regularly
- Regular updating in Database Sheet and ensure data quality and reliability
- Assist in design and management of project review and evaluations
- Perform any other duties as may be needed per assigned.

4. Requirements

The ideal candidate will have the following qualifications:

- Bachelor's degree and minimum 3 years experiences in relevant experience in M&E
- Proficiency in computers with Microsoft Office (Word, Excel & Power Point)
- Strong experiences in Budget Planning and Monitoring
- Good interpersonal Skills
- Consistent in record keeping and documentation
- Understanding of Field implementation Activities at Community Level
- Ability to work under pressure and meeting deadline
- Ability work in a team, and establish effective working relations with persons of different national and culture backgrounds
- Respect Accountability, Transparency and Openness



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5. 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.

