



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-2022/0041

M&E Officer:

CSO led Strengthening Resilience and Protecting Livelihoods for Poor and Vulnerable Fisheries Community Project

Project Title	CSO led Strengthening Resilience and Protecting Livelihoods for Poor and Vulnerable Fisheries Community Project
Country	Myanmar
Position	M & E Officer – 1 position
Duration	The employment contract will be 12 months (with 3-month probation period), with the possibility of extension based on the staff performance
Location	Mon State, Myanmar
Applications closing date	31st December 2022/ (As soon as possible)(5:00 PM-Office Hour)
How to apply	Apply 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
Note	Only short-listed candidates will be invited for an interview. Telephone inquiries will not be responded. We are not obliged to return all received applications. (Please do not send original documents as they will not be returned)

1. Project Background

CSO led Strengthening Resilience and Protecting Livelihoods for Poor and Vulnerable Fisheries Community Project aims to “Building Resilience and Protecting the Livelihoods of the Fishery Communities in Ayeyarwaddy and Mon” is directly addressing the emerging food and nutrition security issues in Myanmar through sustaining production, creating employment opportunities and providing access to finance that will contribute to the improved nutrition and health of fishers and landless community. The main theme of the project is to address the fishery resources management and to build resilience against adverse climate effects.



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This Project will be implemented with four objectives:

- Strengthened Fishery related Food Production System adapting to changing climate,
- Improved Employment and Income opportunities for women and landless families,
Improved access to financial resources for fishing rights, fish processing and fishery market chains
Strengthened Organizational Capacity of Ayeyarwaddy Regional Fishery Association (ARFA) and Mon State Fisher Development Association (MFDA).

2. The Role

M&E officer has to support the Fishery Associations and Networks in the areas of organizational development, analyze and control the project related data. M & E officer needs to provide monitor and evaluate the project implementation activities to hit the targets. This position is to ensure to support the data works of ARFA & MFDA. He/she will have to work under the management of the Project Manager in the Mon State.

3. Responsibilities

- Develop the designs and methodologies for project's researches and M&E frame & Mechanism
- Develop and maintain a master spreadsheet database for monitoring all progress
- Keep up to date with donor requirements and developments in the use of indicators, tools etc.
- Provision of inputs in the development of the overall monitoring and reporting system of the program per programmer Log-Frame
- Undertake field visits to ensure the quality of data collected by project staff
- Lead to analyze the project progress against the milestones
- Support the accurate data and results to program team as per reporting schedule by timely manner
- Develop and Conduct M&E trainings to project staffs & partners
- Provide consistent, supportive supervision to strengthen staff performance as necessary to meet monitoring objectives
- Monitor the follow up of evaluation recommendations
- Assist in reviewing and revising work plans throughout project implementations.
- Work closely with Program Quality and Learning Manger and follow on the NAG's M&E reporting system
- Perform any other related duties as required

4. Requirements

The ideal candidate will have the following qualifications

- University graduate degree in a relevant field
- Minimum 3 years of working experience in Monitoring & Evaluation of capacity building of partners including gender equality and Organization Development of CSOs/CBOs



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- Prior Experiences in livelihood and/or fishery governance
- Fully computer literate in MS Office package especially Advanced Excel skill and ability to prepare training guidelines and materials in Myanmar & English Language
- Knowledge in data collection tools such as KOBO
- Excellent interpersonal communications with project stakeholders
- Ability to work effectively in a multi-cultural environment.
- Understanding community development work.
- Able to analyze problems and strategize for better solutions
- Ability to establish, maintain, and foster cooperative working relations with stakeholders and beneficiaries.
- Ability to work under limited resources and time pressure

5. Management/Collaboration

Under the overall authority of the Chief Executive Officer of the Network Activities Group, collaboration, and guidance from the Program Manager, Program Quality and Learning Manager and Program Officer under the direct supervision of Project Manager. He/she will report directly to the Project Manager.

6. Contract Terms

The contract will be for a period of 12 months (3months' probation period), with possibility of extension based on the incumbent performance and project requirements.

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) staffs are required to sign NAG's CoC and adhere to it at all times.
