



# 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: VA-NAG-HR-2023/0001

**M&E Assistant: NAG HO**

<b>Project Title</b>	<b>Network Activities Group</b>
<b>Location</b>	Myanmar
<b>Position</b>	<b>M&amp;E Assistant – 1 post</b>
<b>Duration</b>	The contract will be for 12 months (with a 3-month probation period), with the possibility of extension based on requirements and performance annually.
<b>Location</b>	NAG-HO; Yangon Region
<b>Applications closing date</b>	<b>12 February 2023/ As soon as possible (5:00 PM, Office Hour)</b>
<b>How to apply</b>	Submit application together with <b>1) A cover letter explaining why you would be a good fit for this role,</b> <b>2) A CV detailing relevant experience and qualifications,</b> <b>3) recent photos and contact details for two relevant references to <a href="mailto:recruitment@nagmyanmar.org">recruitment@nagmyanmar.org</a></b>
<b>Note</b>	Only short-listed candidates will be invited for interview. Telephone inquiries will not be responded <b>Please, do not send original documents as they will not be returned.</b>

### 1. Background of Network Activities Group

Network Activities Group (NAG) is a nationally 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 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 the nature of facilitating and coordinating activities, 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 the Central Dry Zone, Coastal and Delta, Hilly Region and South Eastern Part of Myanmar.

### 2. The Role

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



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## 3. Responsibilities

- Responsible to monitor the progress data of the assigned projects (one to three projects)
- Maintaining assigned projects' database to monitor the projects' activities.
- Conduct field visits to ensure the quality of data collected by project staff and to verify the accuracy of reported data.
- Organizing Bi-weekly meetings together with the M&E team.
- Assisting the M&E Officer 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 reports based on the quarterly field visits and analysis of the M&E database.
- Assist M&E officer in preparing donor reporting (M&E report and database).
- Assist M&E officer in designing and organizing organizational reviews and quarterly meetings.
- To take any other relevant duties as may be assigned by the supervisor.

## 4. Requirements

The ideal candidate will have the following qualifications:

- Bachelor's degree in social science, information technology, data management and analysis, project management, Statistics, or relevant sector
- The candidate who has experience in MEAL or similar; Monitoring and Evaluation is more potential
- Experience in conducting Research/Assessments/Surveys using software applications
- Excellence in written and verbal communication skills, confidence in presentation, ability to provide comprehensive plans and reports
- Strong organizational capacities, self-motivated, and ability to work efficiently with minimal supervision
- Teamwork and team spirit with strong motivation to work and the ability to work in a diverse working environment
- Strong interpersonal skills and organizational skills, including time management, ability to meet deadlines and under pressure
- Proficiency in Microsoft packages including Word, Excel, and PowerPoint, data analysis tools.

## 5. Management

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

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**Network Activities Group (NAG) is an equal opportunity employer and women are encouraged to apply. Network Activities Group (NAG) is committed to 'Zero Tolerance' for 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.**

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