

PEACE AND DEVELOPMENT INITIATIVE-KINTHA (PDI-KINTHA)

Vacancy Announcement

Job Title	M&E Officer
Number of Post	1 post
Length of Contract	1 year (Extendable)
Duty Station	Sittwe, Rakhine State, Myanmar
Report to	Administration Coordinator
Benefit Packages	Salary 750,000 MMK + Other Allowances
Application Deadline	February 07, 2022, 05:30 PM
Start Date	As soon as Possible

About PDI-Kintha

The Peace and Development Initiative – Kintha (PDI-KINTHA) was founded in 2013 in response to outbreaks of communal violence in 2012 and the more organized anti-Muslim violence that followed. Initial projects and activities sought to address the deepening religious and ethnic divisions that followed.

Early on, we focused much of our energy on building trust not only between communities affected by conflict, but also between community members and our staff. Through sports, music, and art activities we sought to transform attitudes driving conflict, raise awareness of issues underlying the conflict, and build skills to transform conflict.

We work with conflict-affected populations from central and northern areas of Rakhine State; however, following military clearance operations in August 2017 that lead to an exodus of over 600,000 people to Bangladesh and the subsequent barriers to access, we were forced to adjust the geographic focus area of some of our projects. We currently have 55 staff members implementing peace building, education, and social cohesion activities in Sittwe, Buthidaung, Kyauk Taw, and Mrauk-Oo townships (of central and northern areas of Rakhine State) as of January 2019.

Position Overview

Reporting to the Program Coordinators, the M&E Officer will lead the design, implementation, and operation of M&E systems from project initiation to closeout. She/he will oversee the monitoring, evaluation, analytics, and reporting of performance and results, providing regular project reports to Program Coordinator. She/he will provide technical leadership and supervise staff experts, oversee data management and analysis on projects' activities, and ongoing training to M&E assistant and/or project officers. She/he will conduct regular project data analysis and identify methods to use results for program improvement. S/he will lead activity efforts to strengthen monitoring and evaluation and performance reporting within the geographic area of Activity.

Duties and Responsibilities

- PDI-Kintha is supported in setting up MEAL frames, M&E process and capacity building as required
- A robust monitoring and evaluation system in place and contribute to ensure projects quality of PDI-Kintha
- Project report generated based on clear set indicators and demonstrate change
- Result based monitoring practiced and create MEAL frame for all project of PDI-Kintha
- Lead in developing M&E tools for tracking to measure programme outputs and outcomes
- Ensure weekly and monthly data are collected timely (as much as possible) and, make sure those are accurate and qualitative
- Conduct regular center assessment and join in data audit according to program need and its timeline
- Impact of project measured and reported effectively
- Periodic progress reports generated and analysis available for project and advocacy purposes
- Programme consistency and integration developed through maintenance of quality monitoring and evaluation and project support procedures and processes
- Compliance met through quality reports and evidence of change
- Quality of each projects implementation and reporting is enhanced
- Make sure to support M&E assistant corporately
- Make sure all data and information are in safe manner and stored properly including field level
- Support project staff of operation in team technically related to process and others.
- Mechanism for complaint and feedback are set up, M&E assistant is trained and supported, track record for complaint and feedbacks are maintained, analysed, and responded in line with the organization's policy and procedure

Skills and competencies requirements

- S/He must be results oriented, highly self-motivated and have demonstrated analytical skills.
- Minimum of three years' experience in programme design, monitoring and evaluation, including design of systems and tools, data analysis and report writing
- Excellent IT skills, including relevant data management packages, like Microsoft Access and other digital data collection tools
- Fluent written and spoken English and advanced writing skills.
- Strong data analysis skills (quantitative and qualitative)
- Familiarity with programme cycle management approaches and tools, including participatory planning and monitoring
- Good understanding on result-based management and impact assessment tools
- Must be able to work independently while being a strong team player.
- Must be experienced and knowledgeable on Gender and Complaint Feedback Mechanism

How to apply

Applicants have to send the CV/resume and a ONE PAGE cover letter explaining your interest in the position and why you are eligible. Applicant must also provide the contact information of TWO professional references. The deadline for submitting application and related documents (Microsoft Word or pdf Version) is by Tuesday, February 7, 2022 to recruitment@kintha-pdi.org.

Applications will only be accepted online. Please note cv/resumes will not be considered for shortlisting. Only short-listed candidates will be contacted. If you have not been contacted by February 28, 2022, please assume your application was unsuccessful.