

Job Description

1.0 Job Description				
Position	Department	Reports to	Reportees/Supervision	Grade
Monitoring and Evaluation Manager	PDQA	Senior Programme Manager	Field Monitoring Officer (technical line)	E
2.0 Purpose				
Monitor and document progress by civil society organisations (CSOs) in delivery of emergency relief and support for the recovery of conflict-affected communities and displaced persons in South East Myanmar.				
3.0 Job Responsibilities, Duties & Tasks				
3.1 Core Responsibilities & Duties				
M&E: <ul style="list-style-type: none">Assist with the compilation and disaggregation of CSO beneficiary data on a quarterly basis for donor reporting and inter-agency coordination purposes.Verify data collection, entry and management standards are maintained by community-based partners by conducting occasional spot checks and correcting inaccuracies on beneficiary databases and mapping platforms.Assist with Data management, data quality control and to make sure the procedure and tools for data quality control mechanism is in place.Assist in workshops, conduct training and coaching to support CSOs become familiar with Log-frames, Theory of Change and Project Measurement Plans, as well as to develop SMART indicators to monitor and evaluate projects.Assist with data management for baseline and follow-up surveys to track progress towards targets.Assist coordination of annual household surveys of food security and anthropometric surveys of nutrition.Manage the distribution of cash transfers and conducting post distribution monitoring to vulnerable communities in liaison with partners agencies by coordinating the assessment of proposals and reports.				
Reporting: <ul style="list-style-type: none">Review and screen partner organisation reports to ensure minimum requirements are met before further processing.Summarize proposals and reports about the distribution of cash transfers and mobilization of community rehabilitation projects and provide feedback to partner organisations.				
Mapping/GIS/GPS: <ul style="list-style-type: none">Coordinate the revitalisation of TBC’s geographic information system (GIS) by consolidating existing spatial data, updating mapping software and integrating new global positioning system (GPS) data.Create customised maps to represent the programme reach of TBC and partners as well as the distribution of conflict, displacement and socio-economic conditions.Provide data management and mapping support for partners to create maps, conduct surveys, and manage their own information systems.				
Occasional Significant Duties: <ul style="list-style-type: none">Translation for meetings/ visits.Participate in coordination meetings and represent TBC as requested.Other duties may be delegated by the Myanmar Senior Programme Manager as required.				
4.0 Job Specification (Minimum Job Requirements)				
Education	Experience in humanitarian or related field	Experience in specific field or closely-related skills		
Bachelor degree or diploma in Organisational Development, Humanitarian Development or any related field.	5 years working in a humanitarian or development NGO	<ul style="list-style-type: none">Experience with conflict-affected communitiesEnglish, Burmese language skills is a must.Cross-cultural sensitivityGIS mapping skills preferredWilling to travel along the border regularlyMS Office/Excel skillsInformation Management knowledge/experience		
5.0 Decision-Making & Authority				
Low				

6.0 Others	
Location: Chiang Mai	Preparation Date: Nov 2024
How to Apply: Interested in this position should send a resume/CV including 3 references, and a cover letter explaining one's suitability no later than December 31st, 2024 to hr@theborderconsortium.org clearly indicating on the subject line: "For Position Name" Only short-listed candidates will be contacted. The successful applicant will be chosen in January 2025 .	