



Equality Myanmar

Vacancy Announcement M&E Coordinator Position

Job Title: M&E Coordinator

Job Type: Full-Time contract

Location: Chiang Mai, Thailand

Start Date: Immediately

Summary

Equality Myanmar (EQMM) is a leading nongovernmental organization that organizes a wide range of human rights education and advocacy programs, the documentation human rights violations, and provides emergency support for activists, human rights defenders, and their families. We work with a range of local civil society organizations, educators, activists, various local actors, including indigenous and land rights defenders, and our programs and activities reach all states and regions in Myanmar. We promote and support a culture of human rights compliance, human rights education, and accountability where Myanmar people are empowered to access their rights, justice, sociopolitical and democratic space as well as engage in a process of social and political transformation of Myanmar.

Some of what you'll do:

- Collects and analyzes the data to evaluate the output, outcomes and impact of project activities.
- Coordinate with the program staff to ensure successful implementation of M&E tools and methods including data gathering and activity reports.
- Monitor all the program's activities plan, implementation and M&E data on program One Drive folder.
- Develop and maintain the reliable M&E database system, and uploads M&E data into the database monthly.
- Provide analysis of projects and program M&E report quarterly to Development Manager.

This position is open only for Myanmar Nationals who are living in Thailand.

Qualifications

Required:

- Must be Myanmar Nationality
- Background in Monitoring and Evaluation preferred
- Minimum 3 years working experience in similar or relevant roles
- Must be fluent in Burmese and English (speaking, writing, reading)
- Strongly Committed to human rights, social justice, and peace
- Understanding on digital technology skills using various software and mobile apps, including Microsoft Word, Excel Power Point, Skype, Zoom, Google Workspace (Gmail, Drive, Docs, Calendar, etc.), Proton mail, and Signal.

Desired:

- Strong demonstrated understanding about human rights
- Previous in-country experience in Thailand
- Creative, self-motivated, and a critical thinker

- Respect for diversity and sensitivity to other cultures
- Flexible, willing to learn new skills, able to work under pressure and respect deadlines, and a team player

What we are looking for:

- Strong and effective communicator, both written and verbal, with excellent interpersonal skills
- Ability to work independently as well as maintain a positive working relationship with colleagues
- Perform multiple tasks under tight deadlines while maintaining accuracy and quality
- Strong attention to detail and follow-through

Salary and Benefits

- Competitive local salary commensurate with experience
- Monthly stipend for healthcare coverage
- 13-month salary based on result of staff annual performance
- Opportunities to participate in periodic professional development trainings and conferences

How to apply

Interested and qualified candidates should send a cover letter, CV, and relevant supporting documents to Admin & HR Coordinator at ahc.eqmm@protonmail.com no later than 4 P.M. on 28 February 2023.

We are looking for evidence that you have the skills, experience, and abilities indicated in this announcement. Information you provide will be used for deciding who'll be selected for the next step in our process. Successful candidates will need to be willing to provide two names and contact information for professional references before an official offer can be made.

Only shortlisted candidates will be contacted for interview.

Job Description of M&E Coordinator

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| Program Planning, Monitoring, and Evaluation | 45% |
| <ul style="list-style-type: none"> • Collects and analyzes data to evaluate the output, outcomes and impact of project activities by using M&E frameworks. • Coordinate with the program staff to ensure successful implementation of M&E tools and methods including data gathering and activity reports. • Prioritize, and follow Donors' Compliances, Donors' M&E and reporting deadlines, EQMM's rules and regulation. • Monitor all the program's activities plan, implementation and M&E data on program One Drive folder. • Develop and maintain the reliable M&E database system, and uploads M&E data into the database monthly. • Provide analysis of projects and program M&E report quarterly to Development Manager. • Collect the projects milestone deliverables from the relevant program coordinators in the accordance with projects milestones deliverables schedules, and provide them to the Development Manager. • Observe some training, workshops and meetings to monitor and evaluate the project activities' implementation objectives, strategies, styles and methods. Then, write the summary findings and monitoring report that must be included into the projects/program quarterly report • Provide training session to Program / Project Staff and partners on monitoring and evaluation when required. • Coordinate with program/project staff and external evaluators for project end evaluation purpose • Produce the midterm and annual M&E interviews (FGD, survey, etc.) plan in consultation with Development Manager. • Lead the program's midterm and annual Monitoring and Evaluation Workshop. • Conduct in-depth interviews, and focus group discussions in the internal program's follow-up meeting, mid-term evaluations, and project end evaluations (end-line surveys) in coordination with the Program Coordinators. • Produce and conduct the baseline and end-line survey questions for new projects. • Compiles success stories, lessons learned, and best practices based on past program implementation and/or relevant sources on EQMM's strategy in the quarterly M&E report, and provide each project's activity reports as the supporting documents along with quarterly M&E report submission | |
| Program Reporting | 45% |
| <ul style="list-style-type: none"> • Collect, review, and verify the activity reports on program One Drive folder from the program staff, and follow-up for overdue reports and clarification on results. • Maintain the reporting database system in a good order. • Develop and amend the reporting format internally (activity report, campaign report, staff development course completion report, etc.) when required in consultation with the Development Manager. | |
| PROGRAM ADMINISTRATION, COORDINATION, AND NETWORKING | 10% |

- Participate and contribute to regular annual planning, evaluation meetings, and monthly staff and team meetings. This includes raising management issues and follow-up.
- Submit a weekly individual timesheet to Development Manager and update a work calendar by using Google calendar before the 2nd working day of every month.
- Participate in regular staff meetings and organizational activities.
- Act as a focal person for assigned attending training and submit the training notes, including the action plan to the Development Manager.
- Meeting notes and Reports need to write in English.
- Represent EQMM at donor meetings as M&E focal in consultation with Development Manager

OTHER DUTIES:

Undertake any other organizational tasks that may be assigned from time to time.

Confidentiality clause:

Ensure that the employee does not share confidential information and organizational secrets with others. This obligation applies both during and the termination of employment.