

Vacancy Announcement (043/2020)

PYI GYI KHIN (PGK) is a local, woman's non-governmental organization (NGO) which was founded in 1997 to strive for rights of every citizen especially women and children and provide necessary services through capacity building of the people and necessary advocacy work. The organization has over 20 years experiences in provision of health service delivery programs to increase access to HIV Prevention and Care & Treatment services, MDRTB support program activities and (TB-ACF) community based TB care activities in 48 townships in state and regions in Myanmar. PGK has been working advocacy in promotion of rights of vulnerable groups in access to health care, gender equality, policy and legal reform in Universal Health Coverage, Right to Information and Freedom of Association through strengthening local organizations/civil society networks.

Project Background

Local Action Towards TB Free Myanmar (LATT-Myanmar) project is a 3-year project, supported by the US Agency for International Development, aims to build and strengthen the TB community network response in order to expand and improve effective TB services in Myanmar. LATT-Myanmar will work to expand TB community network by mobilizing a TB community-led advocacy and service system nationally and in targeted geographic sites in Myanmar, and to improve quality across the TB care cascade by TB community led services that enable and narrow the gaps in linking to care.

Now PGK is recruiting a qualified candidate for **Monitoring and Evaluation Manager** under LATT-Myanmar project.

Position Title : **Monitoring and Evaluation Manager (Reporting)**
Project Title : **Local Action Towards TB Free Myanmar (LATT-Myanmar)**
Report to : **Program Coordinator (PC)**
Duty station : **Yangon**
Level : **4**
Grade : **B**

Dead Line Date of Application: 18-September-2020 (Friday)

The M&E Manager (M&EM) will be responsible for providing technical assistance, developing and setting up systems for the timely collection, management, analysis, and especially reporting of the project achievement and outcomes that are valid and reliable data that meet donor reporting requirements. Focus on strengthening the M&E system, building capacity of partners and staff, and improving alignment and support to achieve TB M&E systems of the project, (Local Action Towards TB-Free Myanmar). Work closely with M&E officers to lead the

activities related to strategic information (monitoring and evaluation, surveillance, surveys) and create, gather, share and adapt knowledge from within the country to help achieve LATT-M project objectives.

M&E Overall Responsibilities

- Oversees M&E activities in close collaboration with M&E officers and team.
- Develops and directly contribute to the development and implementation of M&E tools and systems to improve ability to collect, interpret and aggregate data that demonstrate impact and program accountability and progress.
- Develops and supports the design and implementation of baseline, mid-term and end of project evaluations, surveys and other components of the programs M&E system.
- Provide M&E technical advice to programs, projects, including staffing and resource allocation to M&E.
- Develops high quality quantitative and qualitative methods and participatory methodologies to monitor program quality for performance and results.
- Provides technical support for M&E in one or more technical sectors.
- Build upon experiences to improve consistency, quality and practicality of M&E strategies promote dissemination and use of lessons learned within partner organizations.
- Review M&E plans for quality and adherence to donor requirements.
- Collect lessons learned from programs and collaborate with senior management to assure M&E components are of high quality and improve processes and practices in data analysis.
- Provides training to staff and implementing partners (if necessary) on M&E components in project design; such as monitoring plan, assessments, reviews, surveys and evaluations.
- Identify best practices for documentation as success stories, technical reports, or publications and reviews surveillance, research and evaluation publications prior to release to stakeholders.
- Provides quality and timely submission of all required project reports.
- Liaises with national, multi-sectoral and donor M&E colleagues to ensure programs provide complementary support and contribution to evolution of country M&E systems.
- Oversees capacity building activities on M&E topics, including the development of workshop materials, the design and management of workshops for implementing partners, the development of technical briefs, learning modules, and M&E guides.
- Participate in resource mobilization and contribute to proposals.
- Contributes to planning and making recommendations for the program/project concept, operations, and/or implementation.
- Represents the organization to external entities at professional meetings and conferences.
- Coordinates with employees and consultants, on-site and in the field for situations that are less routine and more unusual.

- Performs other relevant duties as assigned.

Knowledge, Skill, Abilities, Expertise and complexity

- Demonstrated knowledge of TB/MDR-TB in Myanmar
- Experience in training and mentoring staff and others
- Strong diagnostic, analytical and problem-solving skills
- Ability to exchange information, present recommendations and collaborate with colleagues and peers within the organization and possibly externally.
- Ability to influence others of the benefits/importance of an idea or plan of action and to gain their support or commitment.
- Strong negotiation skills and ability to reach mutual points of agreement and benefit among peers and colleagues.

Working conditions and physical requirement

- Usual office working conditions in Yangon. Ability to travel within Myanmar including within non-state and border regions. Additional international travel may be required for training and conferences.

Minimum Requirement

- Master's degree in public health, social science, epidemiology or comparable qualification
- At least Five years' experience in TB/HIV programs monitoring and evaluation, health information management and surveys with some program management experience
- Fully competent in Microsoft Office package, particularly MS Word, Excel and Power Point
- Experience in data analysis using statistical software packages preferred
- Excellent report-writing skills
- Excellent written and oral communication skills in English
- Demonstrated creative problem-solving skills.
- Experience in training and mentoring staff and others.
- Ability to work under stressful conditions and working environment
- Good organizational skills and an ability to manage multiple tasks;



PYI GYI KHIN

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Interested persons should submit an application letter detailing position and an updated Cover Letter/Letter of interest/ CV including recent photo, education qualifications and contact details of (3) referees to:

Admin/ HR Unit

Pyi Gyi Khin

Room 203, Yankin Garden Residence,

Si Pin Lan Thit 1st Street, Yankin Township

Yangon, Myanmar.

Email: hr@pgkmm.org

Note : Only short-listed candidates will be notified. Please no telephone enquiries.

: Please clearly mention the Position and location in email subject line.

: We are not obliged to return received application. Qualified women candidates are encouraged to apply.

: All fact mention in your CV form must be corrected.

: Candidates are also requested to mention in the applications if there is, blood/ marriage relationships with the existing Pyi Gyi Khin employees.

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