

VACANCY ANNOUNCEMENT

Job Title	MEL Manager
Department	Monitoring, Evaluation and Learning
Employment status	Full time
Number of Position	1
Location	Yangon, Myanmar
Travel	50% Travel
Reports to	Sr. MEL Manager
Reporting to this position	MEL Coordinators

Community Partners International (CPI) is a U.S. nonprofit organization dedicated to empowering vulnerable communities in Asia to meet their essential health, humanitarian and development needs. Founded by U.S. doctors in 1998, the organization has grown to serve more than one million people each year. Community Partners International focuses on helping communities affected by conflict, violence, and displacement, in remote and hard-to-reach contexts, and marginalized by poverty and exclusion.

Community Partners International, in partnership with local partners, has been implementing health, nutrition, humanitarian, emergency response, education and developmental programs across the country in Myanmar. MEL Manager will be working for Myanmar in country programs focusing on monitoring, evaluations and learning under direct supervision of the Sr. MEL Manager.

Primary Responsibilities

- Review and update program indicators, monitoring and evaluation frameworks and plans periodically relevant to National Strategies, donor's strategies and CPI strategies together with respective program team members
- Provide support in program implementation with data analysis and presentation of results through regular meeting with program and technical staffs
- Work together with Health Information System team to develop and maintain the Health Management Information System applications
- Provide technical assistance as necessary into the design and implementation of CPI monitoring and evaluation system, policy tools, data visualization tools and processes
- Oversight data quality management and ensure data source, data collection, analysis and provision of required inputs to program teams to ensure the evidence-based decision making for better programmatic performance and responsible for timely report to respective program
- Provide close mentoring to M&E team members for long run progress and coach the capabilities of human resources to optimize the productivity, maximize team spirit and

- momentum to reach organization's expected goal
- Maintain sound coordination mechanism with expertise from various departments and partner organizations
- Strengthen existing monitoring and evaluation systems of CPI's implementing partners and ensure the quality of data
- Scale up the existing data analysis and interpretation skill of CPI's partners focal for sustainable M&E system performance

Regular Responsibilities

- Plan and conduct regular monitoring visits with team members and perform trainings on Routine Data Quality Assessment (RDQA)
- Develop and update training curricula and handbooks, and conduct training but not limited to presenting indicators, designing quality data collection and monitoring tools, standardizing information systems, and creating parameter queries.
- Review and update existing standard operation procedures to be acceptable and convenient with specific local context
- Supervise team members on documentation and implementation of MEL activities to be in line with training curricula, practices and donor agreement, providing recommendations for changes as needed.
- Review/clearance of technical reports from CPI's partner organizations, and provide feedback to team members to be able to deal with partners focusing on data quality and M&E performance
- Organize monthly team meetings to review the progress of individual and team's work plan and its effectiveness, and plan for the upcoming month.
- Ensure accurate and timely notification to senior management team members for technically sound decision making
- Ensure the timely submission of donor reports and reports to relevant stakeholders in collaboration with M&E coordinators and respective program team members
- Conduct any other tasks assigned by supervisor

Partner support

- Access M&E capacity of CPI partner organizations and develop a plan for M&E capacity building activities
- Regular monitoring visit to partner organizations and provide technical assistance to strengthen partners' M&E system according to their requirements
- Support necessary assistance on utilizing electronic database and support for accurate data collection, analysis, report and dissemination among stakeholders.

Capacity building and supporting other staff

- Provide inputs for survey/research design, sampling and questionnaires development (if necessary)
- Monitor the capabilities of team members and arrange the required support (both in house and out sources trainings)

Operations and Administration

- Maintain regular contact with M&E focal persons from donor agencies, partner organizations and other relevant stakeholders
- Involve in the development of team's work plan and cost estimation in monthly basis and communicate closely with CPI program team members for required operations

ESSENTIAL SKILLS

- Master degree in Public Health, Epidemiology, Statistics or any other relevant fields
- At least five years of experience in both implementing monitoring and evaluation systems as well as designing and maintaining database
- Experience in managing and executing M&E activities for donor-funded projects, including experience in developing M&E capacity among staff and partners
- Experience utilizing and managing database and information management software
- Demonstrated experience in the design and implementation of qualitative and quantitative methodologies
- Experience coordinating with different stakeholders including local communities, for the design and implementation of surveys and other data collection techniques
- Proficiency in MS Office Applications (Word, PowerPoint, Outlook, Excel, Access)
- Prefer proficiency in Statistical Software (SPSS and/or STATA and/or Epi Info)
- Fluent communication skills in both writing and speaking English
- Proven good report writing skills, ability to present monitoring data and survey finding clearly
- Self-motivated and ability to work independently as well as being part of a team
- Able to cope under stressful condition
- Ability to develop a strong understanding of the local cultural and political context
- Able to motivate others and work successfully within challenging contexts

APPLICATION INSTRUCTIONS

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to:

Email: hr.ygn@cpintl.org

- The closing date for application is 17:00pm, **(9-December-22, Friday)**, Yangon, Myanmar.
- Please clearly mention the Position and Location you are applying for in the email Subject Line.

CPI's Value

- At CPI, we believe that all people have right to live their life free from sexual violence and recognized that there are unequal power dynamics across the organization. CPI does not tolerate discrimination and harassment under any circumstances and will take disciplinary action, which may include dismissal, against any worker who discriminates or harasses any worker. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.
- CPI is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, religion, sex, gender identity, sexual orientation, ethnicity, national origin, age, marital status, or disability.

Note to Candidate

- Candidates are required to declare in advance that should there be any relative or family member currently being employed in CPI. Failure to do so can lead to termination of the employment contract even after successful selection.
- Because of the large volume of applicants, only shortlisted candidates will be contacted.
- Contract and position are contingent upon successful award of the project and final approval by the donor.