



THE
LUTHERAN
WORLD
FEDERATION
World Service
member of **actalliance**

The Lutheran World Federation Myanmar Program

JOB ANNOUNCEMENT

Position title: Planning Monitoring and Evaluation Officer
Responsibility level: Grade 5
Report to: Project Coordinator
Duty station: Sittwe, Rakhine
No of Persons: One

Background

LWF proactively works with partners to address displacement, poverty, and injustice, including promotion of gender equality and climate resilience

The Lutheran World Federation (LWF) is an international non-governmental organization serving the people of Myanmar since 2008 and Lao PDR since 2012. We are a rights-based humanitarian and development organization. Therefore, at the centre of everything we do are the people involved in and affected by our work: internally displaced persons, returnees, host communities, remote ethnic minorities, and marginalized populations. LWF engages with and supports duty-bearers while empowering partner individuals, households, and community development organizations to claim their rights and become more resilient. Within the LWF Strategy 2019-2024, our work spans the realms of humanitarian assistance, recovery, and long-term development, building upon three interrelated programmatic areas: Livelihoods; Quality services; and Protection and social cohesion.

Publicity must explain how the rights-based empowerment process is implemented and how it facilitates individuals and communities to impart transformational and long-term changes in their lives. LWF's programming seeks to highlight the whole family and the equal role of women and men in decision-making processes. Publicity outputs highlight partnership among donors, Act Alliance members, duty-bearers, communities, and families for the betterment of humanity. Outputs are necessary for donor accountability, resource mobilization, advocacy, capacity building, giving community members a voice, and for demonstrating social engagement among disparate ethnic groups to advance peace building efforts.

Job Summary:

Under the overall supervision of the Area Coordinator, and direct supervision of the Project Coordinator, PME officer is responsible for the functionality of the planning, monitoring, and evaluation functions of LWF Myanmar. The PME officer will assist and/or co-lead (with Project Coordinator) the development and rollout of PME related guidelines, tools, and systems. The PME officer will monitor the data application to ensure appropriate update and utilization, as well as utilizing data to maximize programmatic impact. Although this position is based in Sittwe, Rakhine, the PME officer will be required to travel frequently to respective project areas for the monitoring, evaluation and coordination of Chin and Ann. The other necessary technical support will be provided by Yangon PME technical team.

Main responsibilities

Areas of responsibility	Performance expectations
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Project Monitoring and Data Management System	<ul style="list-style-type: none"> • Develop guidelines and tools/templates (Monthly Activities Progress Report template, design questionnaire of KoBo application) for project monitoring activities. • Contribute to harmonization of KoBo e-data collection, treatment and application among bases. • Ensure that monitoring findings lead to programme adjustments and corrective measures. • Assist Project Coordinator on the development of M&E plans (M&E plans and Indicators Tracking sheet) and tools, based on the objectively verifiable indicators described in the project Log frame. • Support supervision of fieldwork/ data collection. • Provide technical support for data management and analysis as well as monitoring report, monthly report writing. • Assist Project Coordinator to develop and review PME system and tools as per the need of project. • Visit project sites to verify appropriate use of policies, systems, methodologies, procedures, KoBo application tools, empowerment tools. • Lead roll-out of SurveyCTO, including revision of indicators and data processes for longitudinal data collection and analysis of project impact of humanitarian respond.
Activities Progress Reporting Cycle	<ul style="list-style-type: none"> • Received Monthly Activities Progress Report from bases, check and share corrected final version to respective teams • Maintain updated profile of each township, state, and region • Remind field offices (Chin and Ann) for Monthly Activities Progress Report and regular follow up the Sittwe operation Team. • Provide government reporting format report (DDM,CC) and send reminder note well in advance. • In coordination with Project Coordinator, PME officer shall prepare routine reports in consultation with Project officer as required by the government departments and provide to Project Coordinator. • To provide the update information to PME Coordinator from Yangon and Area Coordinator in order to upload at Newdea/PMER online system.
Assessment, Survey and Evaluation	<ul style="list-style-type: none"> • Assistant technical support for the development of assessment/ survey/ evaluation methodologies. • Ensure adequate baseline survey, end line survey data collection. • Support supervision of fieldwork to ensure adequate baseline, end line, assessment data collection.
Staff Capacity Building	<ul style="list-style-type: none"> • To identify training needs and develop training methodology/ materials on assessment, planning, monitoring, and evaluation. • Facilitate training session for project staff on project monitoring, data collection by using KoBo tools, data management and analysis and any other PME related topic in the bases and capital. • Evaluate the impact of staff PME related training by following the improvements in monitoring.
Others	<ul style="list-style-type: none"> • Carry out any other tasks or duties as required or as assigned by supervisor.

Required qualifications and experience

- Bachelor's Degree in development or a related field.
- Minimum four years of relevant experience.
- Computer literacy: MS Office (Advance Excel, Power Point, Word), mobile data collection applications (KOBO, SurveyCTO), Analysis software (PowerBI, SurveyCTO)
- Ability to write reports in English
- Experience working in the field with partner communities and field offices.

Required skills and competencies

- Excellent interpersonal and communication skills.
- Detail oriented to a very high degree, with strong organizational skills.
- High degree of gender awareness and gender sensitivity.
- Respect for and ability to work with colleagues from other cultures, religions, socioeconomic status, and educational backgrounds.

LWF Myanmar has immediate vacancy for this position. Therefore, Myanmar citizens fulfilling the above requirements are requested to submit an application letter, full CV, copy of NRC, a recent photo, name and contact details of 3 references (one reference must be from current employer), your email and / or telephone number and address. Applications not containing these documents will not be shortlisted.

Lutheran World Federation is an equal opportunity organization, and qualified women, persons with disabilities and diverse gender identities are encouraged to apply.

For detailed information of LWF Myanmar Program, please visit <https://myanmar.lutheranworld.org>

Applications can be submitted via email to hr.myanmar@lutheranworld.org or at any one of the following Lutheran World Federation Myanmar offices.

- 1) LWF- Yangon Office
No.11, Kan Street, (6) Ward, Hlaing Township, Yangon.
- 2) LWF– Sittwe Office
House No.278, Thit Sar Street, North San Pya Ward, Pyi Taw Tar Quarter, Sittwe, Rakhine State, Myanmar.
- 3) LWF – Chin Office
No.552, Tha Khin Aung Min Street, West Ward, Mindat Township.
- 4) LWF – Kayin Office
No. 6/833, Corner of Sein Si Mya Street and Hpa Yar Street, 6 Ward, Hpa An Township.
- 5) LWF– Ann Office No. (16), Yadanar Street, 5 Ward, Ann Township.

Note: Only shortlisted candidates will be contacted for written test and interview. The shortlisted candidates have to bring the updated education certificates for interview.

Application Deadline: 25th September 2022; 5:00 pm (MMT)