

## Vacancy Announcement

<b>Position:</b>	<b>Project Officer (MEL-Monitoring, Evaluation, and Learning)</b>
<b>Location:</b>	<b>Home Based</b>
<b>Assignment Type:</b>	<b>Full time</b>
<b>Languages Required:</b>	<b>Burmese and English</b>
<b>Assignment Duration:</b>	<b>18 months</b>
<b>Closing Date for Application:</b>	<b>25/08/2023</b>
<b>Report to:</b>	<b>Project Coordinator</b>
<b>Matrix to:</b>	<b>MEL Coordinator</b>

**ROLE PURPOSE:** The MEL Officer will assist the Program Manager and the MEL Coordinator in implementing a Monitoring, Evaluation, and Learning System with on supporting programs/projects of the LinQ Foundation. S/he/They will work closely with Project Coordinator and Programme MEL team to implement monitoring, evaluation, and reporting processes within the organization, provide support for successful monitoring and evaluation of projects/programs, check data quality, collect data on a regular basis to measure achievement against performance indicators, design data collection tools.

### Monitoring, Evaluation, and Learning (MEL) 50%

- Support and contribute to the development of a data management system through documentation, implementation, and coordination of standardized information flow of M&E activities and reporting.
  - Provide inputs on MEL tools designed for specific projects and activities and advise/design new monitoring tools and systems to collect data, monitor project activities, outputs, and progress toward anticipated results
  - Develop data collection formats and database systems in collaboration with the program/project team
  - Enter collected data into databases or spreadsheets accurately and update MEL workplan in a timely manner.
  - Ensure M&E data, information, and all kinds of M&E documents are kept on record and properly maintained.
  - Prepare indicators for Monitoring and Evaluation of Colors Rainbow programs and projects relating to SOGIE and human rights education, advocacy, access to justice and media, in collaboration with the Program Manager.
  - Track activity reports, collect and analyze project data to evaluate the outcomes and impact of the organization's work, using both quantitative and qualitative methods.
  - Coordinate with project/program staff to ensure successful implementation of MEL tools and methods and appropriate and timely reporting of implemented activities.
  - Compile success stories, lessons learned, best practices based on program implementation, and other relevant sources such as partners' and donors' feedback.
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- Provide advice to the supervisors on improving project performance using M&E findings.
- Provide training to staff and CSOs.
- Prepare MEL analysis results and present them regularly.

#### **Report Writing 20%**

- Contribute to the preparation of regular M&E reports, and other documentation.
- Ensure that reports are accurate, comprehensive, and submitted within deadlines.
- Capture data and impact for donors' report, yearly reports and prepare data for the annual activity report.

#### **Day to Day Program/Project Reporting Activities 20%**

- Collect and review activity reports from project/program staff for inclusion in donor reports.
- Provide feedback to project/program staff on their activity reports and seek clarification on activities implemented and results, where required.
- Assist with the translation of reports and associated materials.
- Maintain reporting calendar and inform the Management and Program teams of upcoming deadlines.
- Provide MEL technical assistance to other departments, where required.
- Help prepare responses to questions relating to the program implementation from external auditors and/or donors.

#### **Day-to-Day Organization Activities 5%**

- Attend regular staff meetings.
- Assist finance matters relating to M&E activities and submit financial documents to the Finance department

#### **Other Duties: 5%**

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

#### **COMPETENCIES**

- Excellent written and oral communication skills in both Burmese and English.
  - Ability to work efficiently and effectively under pressure, to observe deadlines and to achieve results.
  - Excellent interpersonal skills and demonstration of personal maturity.
  - Highly sensitive to SOGIE and ethnic diversity
  - Create and promote an environment for open and effective communication within the organization as well as in the project areas
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- Surface conflicts and address them proactively acknowledging different opinions and directing energy towards a mutually acceptable solution.
- Constructive approach to the resolution of problems and dedication to providing timely support.
- Ability to work independently with minimal supervision but also to function effectively as part of a team.

### **REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE**

- Bachelor's degree in a relevant field such as social sciences, development studies, statistics, or a related course
- Proven experience (3 years) in monitoring and evaluation, data management, or a similar role
- Strong analytical skills and ability to work with quantitative and qualitative data.
- Proficiency in using Microsoft Office suite (Excel, Word, PowerPoint)
- Familiarity with data collection methods, survey design, and data analysis techniques.
- Knowledge of monitoring and evaluation frameworks, indicators, and tools.
- Good written and verbal communication skills
- Ability to work independently as well as in a team

### **SALARY AND BENEFITS**

Competitive local salary commensurate with experience; basic healthcare coverage; travel costs for field trips covered. Opportunities to engage with local, regional and international human rights advocacy networks. Capacity building and training opportunities will also be offered.

### **HOW TO APPLY**

Interested candidates who meet the above requirements are encouraged to submit their application to [contact@thelinqfoundation.org](mailto:contact@thelinqfoundation.org) with a cover letter, a comprehensive CV, and three referees (name/title/contact details).

This advertisement will be circulated with internal and external stakeholders, and everyone is encouraged to apply for it.

The LinQ Foundation is committed to equal employment opportunity for all on the basis of demonstrated ability and competences, without regard to such matters as race, sex, gender, religion, national and/or ethnic origin, disability, age, sexual orientation, gender identity, political belief, or other status. All the LINQ staff are required to sign and adhere at all times with the LinQ's code of conduct, PSHEA Policy, non-discrimination policy and other human resources policies.

**LGBTQ+ individuals are strongly encouraged to apply.**

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