



Career Opportunity: Monitoring, Evaluation and Learning Officer

The post is to be based in Sittwe and opened to Myanmar National and Advertised nationwide.

Oxfam is a leading International NGO with a worldwide reputation for excellence and over 70 years of experience. It's not unfortunate that people live in poverty. With enough wealth in this world to go around it's unjustifiable. It's not just their problem. It's ours too. Our humanitarian, development and campaigning projects change lives around the world, and with the right support, we can beat poverty and injustice. Thousands of people already commit their time and talents to our campaigning, humanitarian and long-term development projects. Now we're looking for yours.

The role:	To support the effective and quality implementation of Oxfam Humanitarian Programmes in Rakhine, ensuring its relevance to the local context, connectivity with national, regional and international initiatives and structures and compliance with internal and external quality standards
Level:	National, D1
Employment term:	Fixed-term (until 30 September 2020)
Report to:	Programme Manager, matrix managed by MEAL Coordinator (Consortium)
Staff Reporting to this Post	Data Management Assistant
What we offer:	Respectful and empowered working environment, Life insurance, Medical+ dental + optical benefits, Competitive salary and Career advancement opportunities, Generous leave entitlement

KEY RESPONSIBILITIES:

Developing & Implementing MEL system

- Working closely with the MEAL Coordinator in the set-up, further development and implementation of evaluation, and learning (MEAL) frameworks for all humanitarian projects in Sittwe.
- Work closely with Accountability to develop assessments, and update tools in online-based platforms (such as Survey CTO)
- Lead in the establishment, follow-up and implementation of the monitoring systems in Sittwe
- Testing and implement MEL toolkits and trainings to partner and programme staff.
- Contribute to the development of work plans to identify project targets and ensure inclusion of MEL activities
- Provide ongoing comprehensive MEL support to technical teams in Sittwe
- Undertake periodic monitoring and technical support visits to programme areas to assess progress against approved the Plan and make recommendations,
- To oversee the data collection process and supervise enumerators, according to Sittwe humanitarian project,
- Improve the data quality of reported data for key indicators and data management system,
- Lead on technical design and oversight of ICT and Technology for MEL for data collection, and other relevant MEL requirements across the project
- Train and support programme staff and manage a data management assistant to make sure the quality control for data processing process such as data entry, synthesis, verification, cleaning, and analysis exists and functions effectively.

- Assist the MEAL Coordinator and technical teams in the development of learning reviews, including in producing innovative learning products for dissemination.
- Maintain and develop proper documentation and information management while maintaining standards of Oxfam Data Protection Principles.
- Support the technical programme teams by developing various tools to support their program implementation needs through ICT in order to ensure effective data quality.
- Maintain existing indicator tracking tools; develop additional databases and tracking tools as needed to demonstrate the effectiveness of project interventions and provide timely feedback to program teams to ensure the program is being implemented against project targets.
- Conduct regular routine monitoring to ensure that the reported information of data is of sound quality and provide feedback to programme teams, and managers.

Reporting & Communications

- Analysis and reporting of MEL data, with support of programme teams and provide recommendations based on the findings.
- Provide ongoing support to programme teams during the reporting period by preparing quality information
- Develop an information management system to ensure that programme data is accessible for all relevant team members.
- Work with the communication team to produce a variety of written documents for internal dissemination such success stories, lessons learnt reports and evidence based advocacy materials etc.
- Ensuring programme information and output reporting to MEAL Coordinator and Programme Manager.
- Assist in the development of effective reporting templates for programme staff, field staff and relevant staff to ensure ease of reporting against program indicators and results.

People Management

- Line-manage Data Management Assistant in accordance with Oxfam's HR policies, demonstrating high standards of accountability and transparency.
- Manage the performance of data management assistant through objective setting, regular performance review, managing feedbacks and regular monitor performance development plans,
- Support the continual professional development of all line managed staff, ensuring that appropriate support and development mechanisms are in place.
- Ensure attendance management are in line with Oxfam HR policies
- Identify the training needs for all programme staff, and plan and implement trainings based on identified needs

SKILLS AND COMPETENCIES:

Essential

- Commitment to Oxfam's overall aims and beliefs, including strong commitment to gender, diversity issues, equal opportunities and capacity building
- Good understanding of Humanitarian response for conflict affected people, preferably in the context of complex emergency situation.
- Education to a degree level in a relevant discipline
- At least 3 years working experience in development and humanitarian sector including experience in designing and implementing MEAL and Data management
- Analytical skills with knowledge and good understanding on global and national emergency issues
- Ability to work as part of a multi-cultural team and communicate effectively, both verbally and in writing
- Experience in working in a culturally diverse team
- Good in both written and spoken Burmese and English
- Strong knowledge of IT applications and development – especially advance excel, database, and familiarity with associated web-based platforms and applications
- Willingness to work flexible hours and to travel frequently within Rakhine

Desirable

- Experience working in Sittwe IDP camps
- Experience working in WASH Projects
- Good ability carrying out capacity-building training to camp-based staff
- Knowledge of CHS Accountability Standards
- Knowledge of Humanitarian Principles and Do No Harm Principles

Closing date: 26th December 2018, 5:00 PM

How to apply: Please state applied position in email subject line and send CV and cover letter to Human Resources Department through myanmarhr@oxfam.org.uk

(OR)

Oxfam office, No. 34, Corner of Aung Taw Mu Street and Golden Hill Avenue Street, Golden Valley Ward 2, Bahan Township, Yangon, Myanmar.
Phone: +95 (0)1 539986, 539987, 539958, 539189 and 504918

Detail and complete job profile is available upon request.

We regret that only short-listed applicants will be contacted.

Please note: Oxfam will never ask for any payment at any stage of recruitment.
https://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam-gb?cid=rdt_jobs

Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of screening checks.

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