



Position Vacancy Announcement

Date: 15 February, 2022

M & E Assistant

Myanmar Nurse and Midwife Association

Job Title:	Monitoring and Evaluation Assistant
Number of position:	4 posts
Location:	Yangon Head Office, Launglon, Thayetchaung and Yebyu Townships in Thanintharyi Region
Reporting to:	President/Project Director-MNMA
Contract Duration:	6-month contract with possibility of extension, subject to funding
Salary:	Commensurate with required experience and qualifications
Closing Date	28 February, 2022

Organizational Overview

Established in 1948, Myanmar Nurse and Midwife Association (MNMA) is a professional organization working with qualified nurses and midwives for the improvement of health services in the country and to ensure appropriate access to healthcare at the village level. MNMA is a member of the International Council of Nurses and a member of the International Confederation of Midwives as well. It has a wide range of services in health care delivery reaching right down to the village level through 392 branches throughout the country with over a total of 30,000 members including licensed Nurses, Midwives and Lady Health Visitors.

A global non-profit organization, MNMA uses practical, evidence-based and high-impact approaches to strengthen health systems in Myanmar. For almost 40 years, MNMA has implemented public health programs in all over the countries aimed at targeting the most vulnerable populations. MNMA collaborates with donors, national governments, the private sector, health agencies, communities and local stakeholders to improve health and save lives in the following areas: malaria control; maternal, neonatal and child health; HIV/AIDS; and other communicable diseases. MNMA has a team of highly skilled, intelligent, and driven experts in public health that are committed to improving the health of vulnerable populations through integrated, sustainable and locally driven interventions.

Over the recent years Myanmar has made significant progress in reducing malaria morbidity and mortality. Since 2012, malaria cases have been reduced by 89%, and deaths by 97% and the country is focusing on the hotspot townships to reduce the burden while continuing to progress towards elimination. MNMA is one of the Sub-Recipients of “President’s Malaria Initiative Eliminate Malaria (PMI-EM) Activity-2021-2026” grant funded by USAID through URC, the Prime Recipient. The M&E Assistant will be deployed at the township level to perform pre-entry data verification, data entry, data summarization, backup, systematic filing of activities records and support data presentation to Township Malaria Elimination Coordinator. The incumbents will work under the direct supervision of Surveillance Officer in close collaboration with MNMA and carry out the implementation activities as 2021-2026 work plans accordingly to perform the following tasks mentioned in the section below.

Key Responsibilities:

- Assist M&E/Surveillance Officer in the design and development of new databases, modification of database structures.
- Perform pre-entry data verification, data entry, data summarization, backup, systematic filing of activities records daily/weekly/monthly on a regular basis.
- Support data presentation to Township Malaria Elimination Coordinator.
- Verify, validate and computerize field data from the field teams and submit to Surveillance/M&E Officer on weekly and monthly basis.
- Check and finalize entering monthly project indicators data of the month.
- Systematically keep all project data soft files under the supervision of M&E Officer.

- Record the participant lists: meeting minutes and any related documents for respective project activities for M&E purposes.
- Check, clean and finalize monthly project data inputs.
- Prepare monthly, quarterly and yearly progressive data.
- Keep the project information in optimal condition with the help of a part time IT technician.
- Collaborate with the team in data collection and compilation, data analysis and capacity building activities.
- Provide timely inputs and quality deliverables.

Competencies/ Required Skills and Experience

- Must be a holder of Bachelor of Nursing Science (B.N.Sc) OR Diploma in Nursing and Midwifery.
- Must be a holder of Nursing and Midwifery licensure and must be a member of Myanmar Nurse and midwife Association (MNMA).
- Up to five years of experience in M&E support on donor-funded projects, including familiarity and experience supporting M&E capacity building programming,
- Excellent in data entry, clerical or secretarial position with exposure to data and information collection and data entry, data combination and data verification.
- Excellent written and oral communication skills; excellent interpersonal skills.
- Ability to work independently and collaboratively within the context of a larger team.
- Ability to work systematically, accurately, independently and under pressure.
- Respect and regard Myanmar Nurse and Midwife Association (MNMA) Policy.
- Follow the HR Rules and Regulations of MNMA with the direct supervision of President/Project Director of MNMA.
- Languages: good knowledge of listening and speaking English.
- Able to travel to field (Project Areas).