

HELVETAS is a Swiss and German registered non-profit international development organization operational in 30 developing countries around the world. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner. Helvetas is active in 30 countries in the following three thematic areas: a. water, food and climate; b. skill, jobs and income and c. voice, inclusion and cohesion. Helvetas engages in emergency relief, reconstruction, and rehabilitation. Our working approaches prioritize local ownership, multi-stakeholder and equitable partnerships, and downward accountability. We are a gender, culture, race, creed, political and religion neutral un-bias organisation which promotes inclusion, diversity and tolerance, respect and fair treatment for and between employees, partners, contributors and community groups.

Subject to successful acquisition of a Myanmar Earthquake Shelter Recovery Response project, we are currently looking for an enthusiastic, committed, experienced and reliable

Monitoring and Evaluation Officer – (100%)

based in Mandalay with frequent travel to project sites.

MAIN TASKS

- Develop a comprehensive measurement framework and user-friendly M&E system with implementation partner complying implementation guideline
- Ensure project M&E system in line with reporting requirements of project, Helvetas performance indicators and reporting requirements with considering Gender and Social Equity as well as conflict sensitivity
- Conduct field monitoring visit to the project area to measure the key achievement and provide proper recommendations to make sure quality implementation
- Organize and compile monitoring data, assure their quality, analyze them, present them in an easily understandable form and submit them in time to the project manager as required
- Support to organize the elaboration of various project related studies (elaboration of terms of references, selection of consultants, support the logistics of these studies, assure the quality of the studies)
- Support Team Leader, Project Manager, operation team and closely working with implementation partner
- Assist Project Manager to prepare project related documents, partner reports and donor reports to meet the agreed timeline
- Act as a security focal point at field office to update to Project Manager and Safety and Security Coordinator making the right decision for effective management
- Take note for meeting minutes, discussion and decision record based on the situation of project and develop a proper filing system to maintain the project documents
- Stakeholders are well informed about Earthquake Recovery Response project, contribute to coordination and further development of program
- Contribute to a good team spirit and facilitate understanding the direction of implementation between Helvetas and partner
- Support in improving communication within the project and its partners by establishing a safe and suitable communication channel.
- Conduct any other assignment related to the Earthquake Recovery Response Project based on mutual understanding with the project management

YOUR QUALIFICATIONS

- A Master's or bachelor's degree in social science, Development Studies, Research or related field
- At least three years field monitoring and evaluation experience in humanitarian aid and emergency relief project
- High level of knowledge in humanitarian principles, standards, policies and code of conduct
- Experience in leading a team including development M&E system, documentation, communication, and reporting of the project.
- High awareness of gender, social equity, and conflict sensitivity
- Good facilitation and communication skills, both oral and written English and Myanmar languages
- Willingness to travel frequently to the field and communicate with key stakeholders
- Good natured and even tempered; ability to manage stress and challenging situations
- Capacity to work independently maintaining team spirit
- Professional, reliable, honest
- Focused and attentive to details
- M&E system design
- Having skill with Statistics Software and able to use on-line data collection (e.g. Kobo Toolbox, google forms, P.BI)

WE OFFER YOU

A multicultural setting and a flexible and dynamic working environment, which values innovation, initiative and learning.

We look forward to receiving your complete application including **motivation letter, work certificates and diplomas** by **25 June 2025 at 5pm**. Please note that **three references** are needed for shortlisted candidates. Interviews will be a combination of verbal and practical/technical exercise in English.

Please clearly state the name of the position you are applying for in the subject line of your email.

Please send your electronic application to hr.mmr@helvetas.org

Visit our website <https://www.helvetas.org/en/myanmar>