



JOB TITLE: M&E Officer

Organization: Dream Water Association (DWA)

Location: Mon State (Base in Bilin Township, frequent field travel)

Reports to: WASH Manager & M&E Coordinator

Background

Dream Water Association (DWA) is a local, women-led non-profit organization in Myanmar composed of engineers and technical professionals committed to improving the livelihoods and living standards of vulnerable and conflict-affected communities. The organization's work focuses on addressing urgent needs particularly in water, sanitation, livelihoods, and community infrastructure while also strengthening long-term resilience and dignity.

Purpose of the Position

The M&E Officer to support the effective monitoring, evaluation, accountability, learning, and reporting of project activities in Bilin Township. The position will ensure that project data are collected accurately and systematically, indicators are tracked against targets, field activities are monitored, beneficiary feedback is captured, and timely and reliable information is available for programme decision-making and donor reporting. The M&E Officer to work closely with the WASH Manager/Engineer, Project Team, community mobilizers, Finance, and relevant stakeholders to ensure quality, accountability, transparency, and evidence-based implementation.

Key Responsibilities

- Develop and use appropriate monitoring tools, checklists, questionnaires, and data collection formats.
- Conduct regular field monitoring visits to target schools and communities.
- Collect, verify, and document project activity and beneficiary data.
- Monitor progress against project indicators, targets, workplans, and outputs.
- Verify attendance sheets, distribution records, activity reports, photographs, and other supporting documents.
- Identify data gaps, inconsistencies, and implementation issues and report them to the project team.
- Support the design and implementation of baseline, end line, and other project assessments.



- Assist in developing questionnaires, sampling approaches, data collection tools, and assessment schedules.
- Support and conduct Post-Distribution Monitoring (PDM) for hygiene kits and other relevant project assistance.
- Ensure feedback and complaints are documented and referred through established organizational mechanisms.
- Regularly update beneficiary and activity tracking databases.
- Contribute to final project reporting and evaluation.
- Duty assigns by line manager.

Qualifications and Experience

- Bachelor's degree in Social Sciences, Development Studies, Public Health, WASH, or a related field.
- Minimum 2–3 years of relevant experience in M&E/MEAL, preferably with NGO/INGO or humanitarian/development projects.
- Experience in data collection, field monitoring, PDM, assessments, data management, and reporting.
- Good understanding of project indicators, logframes, data quality, and results-based monitoring.
- Good skills in MS Excel, Word, data management, and basic data analysis.
- Experience using digital data collection tools such as Kobo Toolbox/ODK is an advantage.
- Strong communication, coordination, analytical, and report-writing skills.
- Ability to travel regularly to project schools and communities.

How to Apply and Submission of Expression of Interest

Interested candidates are invited to submit the following documents:

1. A cover letter indicating your motivation **and expected salary**.
2. A current CV (including photo) with contact information of **three professional references** (two former work supervisors and one HR department).

Please send your complete application to hr.dreamwatergp2020@gmail.com no later than **8.10.2026**.

Women are encouraged to apply for this role.