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KAREN WOMEN EMPOWERMENT GROUP (KWE)

"A Brighter Future For Women and Children"

KAREN WOMEN EMPOWERMENT GROUP (KWE) IS LOOKING FOR:

Monitoring and Evaluation (M&E) Assistant **(Taungoo - 1 Position)**

MHF Localization Project

BACKGROUND

Karen Women Empowerment Group (KWE) is founded in 2003 with the aim of building an enabling environment for protection of rights of women, greater involvement of women in development initiatives and strengthening capacity of women to become leaders. We have been implementing projects ranging from Violence against Women, Women Protection & Empowerment, Child Rights Governance, Community Security, Promoting Rules of law and Building Community Capacity, Community Peace Support and VSLA Promoting and Gender Equality to Protection of Women Rights and Building Peaceful community in Myanmar.

PURPOSE

Ensure monitoring and evaluation of results and impact of project and activities by data collection, analysis and learning.

ROLES AND RESPONSIBILITIES

The M&E Assistant is responsible for:

- Regularly updating, gathering, and maintaining the organizational M&E database (Monthly Completion, Detailed Implementation Plan (DIP), Beneficiaries list, and indicator tracker).
- Supporting the Project Manager and project staff in indicator tracking and implementing project log frames (outcomes, outputs, indicators) and monitoring them throughout the duration of the projects.
- In collaboration with the Project Manager, partners, and cluster coordinators for developing and implementing data forms and formats, assessment surveys, PDM Data collection, monthly project data reporting, and meetings.
- Maintaining project primary hardcopy and digital files (Attendance list, Distribution list, photos, reports, data collection documents and other project documents) and filing monthly project reports
- Undertaking regular monitoring visits to project sites and documenting lessons learned
- Collecting content and success stories about the project's achievements
- Providing technical support in conducting quantitative and qualitative survey and baseline assessments
- Providing project information and supporting external M&E evaluators/ Donor/ Partners in their activities
- Reviewing and editing quarterly, midterm, and final project narrative reports when necessary
- Supporting all M&E initiatives for assigned projects and activities, including monitoring data and quality, and tracking the progress of activities.
- Serving as the project focal point for all monitoring and evaluation-related work
- Undertaking any other duties assigned by the Project Manager

PERSON SPECIFICATION

- Graduate (Any Degree) or bachelor's degree in statistics, demographics, public policy, or related field.
- At least 2 years' experience in field monitoring and support evaluation process.
- Experience in planning and managing surveys, developing and refining data collection tools, data quality assessments.



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- Knowledge of Project cycle management, M&E guidelines and tools, Project log frame including output, outcome and indicators.
- Computer Skills (Microsoft word, Excel, power point)
- Analysing skills
- Advance in Excel
- Writing report for monitoring
- Good command of reading, Writing, speaking skills in English, Myanmar, and Karen
- Willing to work with team spirit and learn to new things, Reliable in work area, good attitude (Trustworthy, sincere, polite, respect)
- Willing to travel
- Committed to KWE's vision and mission

TERMS AND CONDITIONS

Contract	: Fixed-term, subject to project funding and performance
Location	: Branch office, Taungoo Township
Start date	: As soon as possible
Working hours	: Standard working week is 40 hours a week

APPLICATION PROCESS

If you are interested in this position, please send us an email with covering letter, recent CV and (2) references to our email (adasst.yg@m.kwise.info).

Only short-listed candidates will be contacted for an interview.

Deadline: 8th Oct 2026

KWE is an equal opportunity organization and is committed to safeguarding, PSEA, inclusion and protection from sexual exploitation, abuse and harassment.