



KAREN ETHNIC HEALTH ORGANIZATION CONSORTIUM (KEHOC)

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ကရင်တိုင်းရင်းသားကျန်းမာရေးပူးပေါင်းအဖွဲ့အစည်း
Ward No. 5, Kauk-Kyait Village,
Mawlamyine – Pa-an Highway, Pa-an, Karen State
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VACANCY ANNOUNCEMENT

Karen Ethnic Health Organization Consortium (KEHOC) is currently looking for energetic and enthusiastic Monitoring and Evaluation Officer (M&E Officer) to be recruited for the Maternal Child Health project.

Job Details:

Position	: Monitoring and Evaluation Officer (M & E Officer)
Number of Position	: 1 Post
Reports Directly to	: MEAL Coordinator
Supervisee	: Data Assistant
Location	: Karen State
Duty Station	: Pa-an, Karen State

Primary Purpose of the Position

Position Summary: The M&E Officer will support the MEAL Coordinator and provide technical assistance to the MEAL unit in overall data collection, analysis, and learning activities to help ensure accountability and efficiency from beginning to finish for all programs and projects. The M&E Officer will work closely with Program teams to assess ground conditions, support capacity-building initiatives, and facilitate the collection of quality data under the supervision of the MEAL Coordinator and Manager. S/he may be assigned to focus on supporting one or more specific grants or projects within a program as assigned by the Senior Executive Officer.

Primary Responsibilities:

- Support all M&E initiatives for assigned grant(s)/project(s) including monitoring of data quality, tracking the progress of activities, and contributing to staff capacity building as necessary.
- In collaboration with the M&E Manager and program managers, develop a monitoring and evaluation plan in accordance with KEHOC expectations and partners' requirements.

- Support the M&E Manager in defining and implementing the key project performance indicators (KPI) as well as monitoring them throughout the duration of the projects.
- Assist the MEAL Coordinator and Manager in proposing strategies to increase data use and demand amongst program staff.
- Draft tools and their revisions as well as data collection procedures under the supervision of the MEAL Coordinator and Manager (e.g. logical framework, project performance tracking, indicators, data flow chart, M&E manuals)
- Suggest ways to facilitate data collection and the flow of data within Program field teams.
- Identify strengths and weaknesses in existing data collection and management systems and propose solutions alongside the M&E Manager.
- Support the MEAL Coordinator and Manager to ensure that donor, partner, and Senior Management data queries are addressed in an accurate and timely manner.
- Assist the MEAL Coordinator and Manager in establishing KEHOC's own health management information system.
- Assist the MEAL Coordinator and Manager in reviewing donor reports to ensure high-quality reports are submitted on time for grants/programs.
- Assist the MEAL Coordinator and Manager and program managers in establishing log frames, M&E work plans, and target setting during the drafting of donor project proposals as well as throughout project implementation.
- Deliver training related to data entry, data collection, data analysis, and monitoring and evaluation concepts for project staff as required.
- Check, compile, and review monthly and quarterly reports from projects and give feedback in time to respective project staff.
- Perform regular field visits to ensure the quality of data collected by Programs and to verify the accuracy of reported data.
- Analyze the data and evaluate results achieved by programs and projects against targets set and track overall progress in achieving the program goals and objectives
- Together with the MEAL Coordinator and Manager, identify the causes of potential bottlenecks in project implementation and recommend tools and strategies to increase program performance and results.
- Coordinate and collaborate closely with other KEHOC program and project staff, partners' MEAL units and other stakeholders as needed.
- Any other tasks as assigned by the Senior Executive Officer.

Education, Technical Skills and Knowledge Required

- Any Bachelor's Degree or equivalent demonstrated experience in related Monitoring and Evaluation.
- At least one **(1)** year experience in the development and/or implementation of M&E systems in the health sector is required.
- A minimum of one **(1)** year in research and evaluation design, reporting, and knowledge management is required, as well as one **(1)** year of experience setting up and maintaining information and data management platforms.
- Good practical skills and experience, and good communication and cooperation skills.
- Ability to work under pressure and adapt to situations as required due to changes on the ground.
- Commitment to and understanding of KEHOC's aims, values and principles
- Required to work and travel to remote rural areas
- Willingness and capability to comply with all relevant KEHOC policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies

Competencies:

- Good understanding of the context, including health service provision in the assigned area.
- Ability to speak in public and communicate in the local language.
- Respecting and Promoting Individual and Cultural Differences
- A good team player and good personal skills (honest, trustworthy, flexible, and respectful) with coworkers and organizations.

Application Process:

Interested candidates should address the application to the **Admin and HR Manager**, Ward No.5, Kauk-Kyait Village, Mawlamyine – Pa-an Highway, Pa-an, or hr@kehoc.org with his/her complete curriculum vitae (CV), two recommendation letters, a photo taken within the last three months, **NRC copy**, copy of certificate(s), and additional training attended.

Deadline of Application

The complete application should arrive by **6th November 2026**.

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

The Karen Ethnic Health Organization Consortium has a zero-tolerance policy for the Prevention of Sexual Exploitation, Abuse, and Harassment of beneficiaries. Protection from Sexual Exploitation, Abuse, and Harassment (PSEAH) is everyone's responsibility, and all employees are required to adhere to the Code of Conduct, which enshrines the principles of PSEAH, at all times (both during work hours and outside work hours). The Karen Ethnic Health Organization Consortium is also committed to safeguarding children and has a zero-tolerance policy for any form of child Exploitation, Violation, Abuse, and Neglect (EVAN). Familiarization with and adherence to the Code of Conduct is an essential requirement for all staff.