

# Vacancy Announcement

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## Guardian Network

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Position Title	: <b>Programs M&amp;E Coordinator</b>
Duty Station	: Pakokku Township (50% travelling to project areas)
Starting Date	: As soon as possible
Type of Contract	: Fixed-term contract until December 2025 (with possible extension)
Report to	: Programs Manager
Application Deadline	: 19 <sup>th</sup> May 2025, 5:00 PM

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### Organizational Background

Guardian Network, established in July 2010, is a non-governmental, non-profit, non-political and non-religious local NGO based in Pakokku, Magway Division, Myanmar. The organization focuses on child care, capacity building, and community service programs. Guardian Network's Vision is to **continuously train youths and community to develop educated knowledgeable to productive Good Citizen**.

### Position Summary

The Programs M&E Coordinator will be responsible for providing overall Monitoring, Evaluation, Accountability, and Learning (MEAL) leadership across all projects implemented by Guardian Network. This role will ensure that appropriate M&E systems are established and effectively managed for each project, enabling the organization to measure progress, demonstrate impact, and ensure quality programming. The M&E Coordinator will serve as a Level of Effort (LoE) employee, supporting multiple projects proportionally based on project-specific needs and LoE allocations.

Responsibilities include leading the development of project-specific M&E frameworks, overseeing data collection and analysis, ensuring timely and accurate reporting to donors and management, and promoting a culture of learning and accountability within the organization. The position requires strong coordination with project managers and technical teams to strengthen data-driven decision-making and ensure that project results are aligned with organizational goals and donor expectations.

## Key Responsibilities

- Design and implement strong M&E frameworks, including indicators, data collection methods, and reporting procedures.
- Lead project assessments, evaluations, performance evaluations, and ensure data-driven project management.
- Develop, review, and maintain project work plans, M&E plans, and ensure accurate data collection and reporting.
- Conduct regular field visits to monitor project activities, data quality, and project outcomes.
- Manage MEAL staff, including capacity building, coaching, supervision, and performance management.
- Ensure compliance with donor requirements and organizational M&E standards.
- Lead data analysis, learning documentation, and promote knowledge sharing across projects.
- Ensure the Feedback Response Mechanism (FRM) is regularly collected, analyzed, and reported.
- Support donor reporting by providing high-quality M&E data and analysis.
- Ensure project data is securely stored, backed up, and easily accessible for reporting and audits.
- Train project staff in M&E tools, methodologies, and data management procedures.
- Promote Child Safeguarding Policy, Humanitarian Principles, and the organization's Code of Conduct.
- Promote and strengthen Accountability to Affected Populations (AAP) in the Assigned project areas.
- Must adhere to Guardian Policies and Procedures.
- To take any other relevant duties as may be assigned by the Supervisor.

## Coordination and Communication

- Coordinate closely with programs manager, programs coordinator, project managers, technical staff, and field teams to ensure consistent and accurate data collection and reporting across all projects.
- Build strong working relationships with key internal stakeholders to promote a culture of evidence-based decision making.
- Represent the M&E function during coordination meetings, internal reviews, and project planning sessions.
- Support effective communication with external partners, donors, and beneficiaries, ensuring transparency and accountability in project results.
- Facilitate learning sessions, project reflections, and workshops to promote best practices and knowledge sharing among staff.
- Provide regular feedback to project teams on project performance, challenges, and opportunities for improvement based on M&E findings.

## Report / Meeting and Planning

- Lead the preparation of project-specific M&E reports, Monthly and Quarterly progress reports, and donor reports ensuring quality, accuracy, and timeliness.

- Organize and participate in regular M&E review meetings with project teams and senior management.
- Support the planning and coordination of project evaluations, including baseline, mid-term, and end-line assessments.
- Prepare weekly, monthly, and quarterly summaries of M&E activities, challenges, and lessons learned for internal management use.
- Develop and maintain updated work plans, M&E calendars, and reporting schedules for all ongoing projects.
- Assist project teams in integrating M&E findings into future project planning and proposal development.

## Qualifications and Requirements




- Bachelor's degree in a relevant field (Development Studies, Social Sciences, Statistics, or related discipline).
- Minimum 3 years' experience in Monitoring, Evaluation, and Learning (MEAL) in NGO/INGO environments and 2 years in supervisor level.
- Strong technical skills in quantitative and qualitative research methodologies.
- Excellent data analysis skills and proficiency in Microsoft Office (Word, Excel, PowerPoint, Access).
- Ability to travel frequently to project sites and work under pressure.
- Excellent communication and teamwork skills.
- Strong commitment to integrity, transparency, child safeguarding, and humanitarian values.
- Experience in database management and digital data collection tools is preferred.

## Application Procedure

Interested and qualified candidates are invited to submit the following documents:

- A cover letter.
- Curriculum Vitae (CV) with at least two referees.
- Copies of academic credentials and other relevant documents.
- Expected salary information.

Applications should be sent to:

	Email	:	hr.guardian1@gmail.com
	Address	:	Guardian Network, Ward (12), Nga Gynn Street, Pakokku Township, Myanmar
	Phone	:	09- 260254542

Please clearly indicate the position title “Programs M&E Coordinator – Guardian Network” in the subject line of the email or on the envelope.

Application Deadline: 19<sup>th</sup> May 2025, 5:00 PM Myanmar Time. Only shortlisted candidates will be contacted for interviews. Female candidates are strongly encouraged to apply.