



## **MHAA**

### **Myanmar Health Assistant Association (MHAA)**

#### **Vacancy Announcement**

**VA-148/20-MHAA-HR**

<b>Project Title</b>	<b>: USAID Defeat Malaria Activity</b>
<b>Position Title</b>	<b>: Monitoring and Evaluation Officer</b>
<b>Position Level</b>	<b>: Grade D1</b>
<b>No: of Position</b>	<b>: (1) Post</b>
<b>Report To</b>	<b>: Project Manager</b>
<b>Duty Station</b>	<b>: Yangon</b>
<b>Project Duration</b>	<b>: October 2020 to September 2021</b>
<b>Salary</b>	<b>: Commensurate with required experience and qualifications</b>
<b>Closing Date</b>	<b>: 31 October 2020</b>

#### **Organization background**

Myanmar Health Assistant Association is a professional organization of the Health Assistants in Myanmar. MHAA is solely professional, non-governmental organization and has no affiliation to religion, ethnicity and politics. MHAA's headquarter is located in Yangon and branch offices are distributed in all levels-State/Region, district and township levels throughout Myanmar. MHAA is financially sustained by membership fees contribution, renting shops and donations from well-wishers. MHAA implements health programs in Myanmar, which focuses on strengthening and improving access to coordinated, effective and comprehensive health care services for the well-being of the communities. MHAA is currently operates various projects including Nutrition, Primary Health Care, WASH, Community Lead Total Sanitation, Community based TB and Malaria Programs in 60 townships in Myanmar

#### **Project Summary**

##### **Project Goal**

The overall goal of Defeat Malaria is to reduce the malaria burden and control artemisinin-resistant malaria in the target areas, and contribute to the long-term national goal of eliminating malaria in Myanmar. This will be achieved by expanding coverage of community-based prevention and case management services, prioritizing highly endemic and hard-to-reach areas, mobile and migrant populations, and non-state actor areas. Defeat Malaria will strengthen the capacity of local partners to effectively lead, manage and implement interventions towards the goal of malaria elimination. It will also strengthen the malaria surveillance system to better inform and target interventions, and to monitor progress. Defeat Malaria will engage communities and promote the involvement of the private sector.

## **Project Objectives**

Objective 1: Achieve and maintain universal coverage of at-risk populations with proven vector control and case management interventions, while promoting the testing of new tools and approaches.

Objective 2: Strengthen the malaria surveillance system to comprehensively monitor progress and inform the deployment and targeting of appropriate responses and strategies.

Objective 3: Enhance technical and operational capacity of the NMCP and other health service providers at all levels of service provision.

Objective 4: Promote the involvement of communities, private healthcare providers, private companies and state-owned enterprises in malaria control and elimination initiatives.

## **Position Summary**

Under the supervision of the Project Manager, the M & E Officer will support and assist the Project Manager and the focal point for all administrative, human resources and data management.

## **Key Responsibilities**

### ***Project Implementation***

1. Assist in the development and implementation of protocols, tools and techniques of M&E related activities
2. Responsible for data maintenance and updating database in timely basis.
3. Review and analyze project results, compare with project objectives, expected results and all related indicators required for program improvement.
4. Liaise with field teams and Program Management Unit (PMU), for managing and secure all data collected in the field and reviewing data for consistency and completeness.
5. Assist in program-specific surveys and analyze the results related to the assessment as needs.
6. Carry out any addition tasks within the project framework requested by the supervisor.

### ***Data Management***

1. Assist in the design and development of new databases, modification of database structures.
2. Perform Data Analysis, Data Combination, Data Compilation, Data Validation, Data Verification from all field sites.
3. Systematically keep all health data soft files under the supervision of Project Manager, Assistant Project Manager.

### ***Training***

1. Support technical inputs for M&E related training and coordination meeting.

### ***Monitoring and Evaluation***

4. Perform programmatic and participatory monitoring for project activities and their services provided by MHAA, including field visit to project sites as needed.

1. Check and finalize entering monthly project indicators.

### ***Coordination and Collaboration***

1. Coordinate , cooperate and communicate with Partner and other agencies to ensure program integrity
2. Conduct quality assurance, data quality assessment activities through data abstraction from health record.
3. Represent as focal person in dealing with stakeholders for M & E related activities
4. Work closely with other colleagues with the team.

### ***Reporting***

1. Compile data summary reports and sharing finding reports, presentations, as needed.
2. Assist in evaluation of particular activities of projects such as: evidence based interventions, monthly summary reports, and partner services.
3. Assist in quarterly report including data verification, data presentation on M&E related activities

### **Skills and Requirements**

- ❖ Health Assistant Certificate or B.Comm.H degree holder with at least 2 years experiences in M&E related fields
- ❖ Good oral and written English
- ❖ Ability to use computer program such as Microsoft Word, Excel, Power Point, Access and SPSS, etc
- ❖ Ability to work systematically, accurately, independently and under pressure.
- ❖ Considerable knowledge and experiences of planning, implementation in related field

### **Personal Qualifications:**

- ❖ Flexibility - ability to work with multi-disciplinary and multi-cultural people, open-minded, good communication skills, ability to listen and diplomacy
- ❖ Strong Interpersonal and organizational skills with ability to manage staffs and address conflicts as necessary
- ❖ Able to travel to field (Project Areas).
- ❖ Respect and regard Myanmar Health Assistant Association (MHAA) Policy
- ❖ Follow the HR rules and regulations of MHAA with the direct supervision of PMU.

## Application Instruction

Candidates should submit their application including Curriculum Vitae, Application Letter in One Attach file (Only Word File or PDF File) Myanmar Health Assistant Association at [hr.recruitment@myanmarhaa.org](mailto:hr.recruitment@myanmarhaa.org) quoting “M & E Officer VA-148/2020 MHAA-HR” referring clearly to the **Vacancy Announcement Number** and **Location** as advertised in the **subject line**. The deadline for submission of application is no later than **31.10.2020 (5.00 pm)** Myanmar time on.

•**Application will not be successful if applied position is not mentioned correctly.**

•**Only short-listed candidates will be contacted for interview. Telephone query will not be answered.**

•**Application received after the closing date and time will not be considered.**

MHAA is an equal opportunities employer. We welcome applications from all qualified candidates regardless of race, ethnic origin, religion, age, gender, sexual orientation or disability. In an effort to improve the gender balance within the organization, qualified female candidates are strongly encouraged to apply for.

### HR Unit

Myanmar Health Assistant Association (MHAA)

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