



Vacancy Announcement No. 2041

Position:	Monitoring & Evaluation Assistant	Report to:	Project Coordinator
Number of Position:	1	Supervision of:	N/A
Duration:	One year (renewable based on performance)	Grade:	A3
Financial approval:	No financial approval	Duty Station:	Magway

ABOUT SCVG

SCVG is a local non-profit, non-governmental, non-religious, youth-driven civil society organization working for children and youth in Magway since 2007. SCVG served several thousands of youth and children through its interventions: HIV prevention, youth development, emergency response in disaster, legal aid, child rights governance, child protection, gender-sensitivity health services, CSO/CBO strengthening and youth capacity building activities.

During eleven years period of 2007 to 2018, SCVG was able to reach 396 villages under 17 townships of Magway region which brings long-term benefit for an estimated population of 87,449 by undertaking total 19 projects which in combined total accumulative investments of 603,851,477 MMK.

CORE VALUE

SCVG is committed to sharing the core values; (1) Non-discrimination, (2) Mutual Respect, (3) Continuous Learning, (4) Accountability, and (5) Transparency.

PURPOSE OF THIS POSITION

SCVG is seeking a strongly motivated and experienced M&E Assistant, under the direct supervision of Project Coordinator to effectively support the project aspect of monitoring and evaluation of the project.

KEY RESPONSIBILITIES

- Actively participate and initiative the strengthening of the organizational MEAL system;
- Monitor implementation, maintain and entry data and produce information on project impact and progress;
- Ensure project database is safely stored and backed up in collaboration with project focal;
- Assist the Program Manager and Project Coordinator for donor reporting in accordance with standardize M&E template and ensure all M&E reports are produced with highest quality in a timely manner;
- Ensure information sharing of the organization and project to the relevant stakeholders in a standard package;
- Participate in designing the program and M&E Plan;
- Assist the supervisor and perform other duties assigned by supervisor.

PERSONAL QUALIFICATION AND REQUIREMENT

- Any university graduates;
- At least one-year experience in field level project implementation;
- Ability to travel frequently to project sites;
- Competence in using Microsoft office applications (Word, Excel, Access, Outlook and Power Point) and internet applications
- Adherence to SCVG's values, policies, guidance, and procedures;
- Good communication, teamwork;
- Patience, diplomacy, flexibility, critical thinking and analytical skills; and

HOW TO APPLY

Interested applicants are requested to submit a cover letter, an updated CV including recent passport-size photo, expected salary in Myanmar Kyat (no requirement of copy of certificates) and two referees (including their name, position and contact details) to info@scvg.org with subject line: “**Apply for Monitoring & Evaluation Assistant (VA_2041)**” no later than 5:00 pm, 25th Oct, 2020.

Youth are encouraged to apply and only short-listed candidates will be contacted.

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The above-noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/ her position. As the nature of project demands change so, too, may the essential functions of this position.