



# မြန်မာနိုင်ငံတော်သမ္မတမြန်မာနိုင်ငံတော် Myanmar Independent Living Initiative, MILI

အမှတ်(၁၇/၁၉)၊ သာယာအေးလမ်း၊ (၃)ရပ်ကွက်၊  
သပိင်၊ မရမ်းကုန်းမြို့နယ်၊ ရန်ကုန်မြို့။  
ဖုန်း - ၀၁-၉၆၆၉၁၃၃၊ ဖက်စ် - ၀၁-၆၆၁၉၆၉

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Website : [www.mili.org.mm](http://www.mili.org.mm)

Facebook Page : Myanmar Independent Living Initiative

## VACANCY ANNOUNCEMENT

### Organizational Background

Myanmar Independent Living Initiative – MILI (Registration No. 1/Internal/0651) is a non-government organization led by disabled persons run for persons with disabilities (PWDs) and has been working for equal rights, inclusion and independent living of people with multiple types of disabilities in Myanmar. The head quarter is based in Yangon and its' 28 local branches are operating in 10 regions and states of the country. MILI works for the areas of disability inclusive elections and political participation, disability inclusive business, disability inclusive education, disability inclusive employment, disability inclusive arts, disability inclusive disaster risk reduction and disability inclusive development. MILI also supports for capacity development of disability organizations and mainstreaming disability in development agenda of non-government organizations.

We are currently inviting motivated and talented individuals to apply for **Monitoring and Evaluation Officer's** position based in Yangon. The project name is “**Enhancing the inclusive Peace process that grantees the Participation of Marginalized people in Myanmar (EPPM Project)**”. Please see the following detailed information.

**Position** : Monitoring and Evaluation Officer (1 Post)

**Job type** : Full time

**Report to** : Project Coordinator and Line Director

**Duty Station** : Yangon

**Contract Duration** : One year including probation 3 months

**Issue Date** : 20. 6. 2019

**Application Deadline** : 30. 6. 2019

**Job purpose** : Guide and coordinate the review of programmed log frames including; Providing technical advice for the revision of performance indicators; Ensuring that realistic intermediate and end-of-programmed targets are defined; Conducting a baseline study on monitoring and evaluation in MILI and Identifying sources of data, collection methods and resources needed and related cost.

### Major Roles and Responsibilities

- Develop the overall framework of the monitoring and evaluation activities
- Prepare the work plan and the detailed budget for the monitoring and evaluation activities
- Design the framework for the physical and process monitoring of programed activities

- Establish an effective system for assessing the validity of monitoring and evaluation data through a review of activities/installations, completed monitoring forms/databases, and a review of aggregate-level statistics reported
- Conduct collection methods, data collection, data management, data analysis, data utilization resources need and related cost
- Oversee and execute the monitoring and evaluation activities included in the projects, with particular focus on results and impacts as well as in lesson learning
- Promote a results-based approach to monitoring and evaluation, emphasizing results and impacts
- Coordinate the preparation of all monitoring and evaluation reports; guide staff and manager in preparing their progress reports in accordance with approved reporting formats and ensure their timely submission
- Undertake visit to the fields to support implementation of monitoring and evaluation, check the quality of data produced, and to identify where adaptations might be needed
- Assist and support technically to project team in developing activities report, quarterly report and project's completion
- Perform other tasks and responsibilities assigned by Project Coordinator and the organization as required

### **Qualifications and Skills Required**

- Bachelor degree holder in any disciplines
- At least two years professional working experience in development sector
- Good experience and knowledge on Monitoring and Evaluation
- Good experience and knowledge on disability issue
- Good English skill both written and verbal
- Good computer skill, facilitation skill, presentation skill, reporting skill interpersonal skill, time management skill and team work
- Strong interest and commitment on disability works
- Be able to travel to remote areas
- Strong interest, willing to learn and grow together with project team
- Ability to meet deadlines and work under pressure

**\*\* Persons with Disabilities are highly encouraged to apply.**

**\*\* Priority for the person who can work for this position on the day after interview**

Interested and qualified candidates are invited to submit 1) Cover Letter, 2) Detail Curriculum Vitae including expected salary, 3) A recent Passport size photograph, 4) Contact Details and Two Referees addressed to the following contact **not later than 5 P.M., 30 June 2019 (Sunday).**

Apply to : Saw Winter Loo  
Administration and HR Manager  
Myanmar Independent Living Initiative  
No. 17/19, Tha-yar-aye Street, Quarter - 3, Thamine, Mayangone Township, Yangon  
09-448000970

Email : manager.ahfd@mili.org.mm

*(Only short listed candidates will be notified for personal interview.)*