

Ministry of Agriculture, Livestock and Irrigation
Department of Rural Development (DRD)
National Community Driven Development Project
IDA Grant H814-MM
Assignment Title: Technical Assistance M&E and MIS Officer
(12 Months) Employment Contract with DRD
Location: (1) position in Sidoktaya Townships

The Republic of the Union of Myanmar has received financing from the World Bank towards the cost of its NCDD Project; website: (<http://cdd.drdmyanmar.org>), which is being implemented by Department of Rural Development (DRD) of the Ministry of Agriculture, Livestock and Irrigation

Introduction

As the need for project implementation is growing strongly, the NCDD project is now looking for the M&E and MIS Officer with adequate experience in the areas of M&E and MIS role in project implementation who can effectively deliver M&E and MIS role in sub-project implementation activity and M&E and MIS training for technical assistance staff, township DRD CF/TF and village tract/ village M&E and MIS committee in the Sidoktaya townships.

The overall objective of the assignments is to support township DRD in all aspects of M&E and MIS in project implementation according to the project manual.

Main Tasks

1. Support DRD in reviewing monthly sub-project monitoring reports.
2. Assist and supervise data entry into the project Management Information System (MIS), including checking the accuracy, completeness and timeliness of data and report submissions
3. Provide on-the-job monitoring training to DRD staff and community facilitators
4. Carry out frequent monitoring visits to sub-projects under implementation
5. Identify and alert DRD to any emerging project implementation issues
6. Together with DRD M&E officers, provide M&E training for community facilitators, village tract project support committees, village committees and village volunteers
7. Support and monitor sub-committees of the village development support committees in undertaking their duties
8. Support DRD in preparing the quarterly township progress reports and presentations that are accurate, analytical, reliable and timely
9. Monitor and report upon handling of grievances.

Specific Qualifications

Academic degree in mathematics, Computer Science, public policy, social science, information technology or a related field; at least three years of experience in monitoring and evaluation and MIS, preferably under development projects, or five years of relevant M&E and MIS experience. At least two year experience in NCDDP is preferable.

Time and location

The contract will be signed under DRD employment agreement for a 12 months full time assignment, starting from March, 2017 (or as soon as contract negotiation has finalized) The consultant shall be base in the NCDDP Office in Ann townships.

To Apply

Application must be submitted in a written form to the address below (in person, or by mail, or by fax or by e-mail) by **February 27, 2017 (OR) until candidate identified.** Further information may be obtained the address below during office hours from 0900 to 1600, Monday through Friday, except public holidays.

Attn: **U Kyaw Swa Aung** (Director)

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Contact to: Daw May Myat Thu (Upper Divisional Clerk)

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