



# Equality Myanmar

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## Vacancy Announcement: M&E Coordinator

**Job Title:** M&E Coordinator

**Job Type:** Full-Time contract

**Location:** Chiang Mai, Thailand

**State Date:** Immediately

### Summary

Equality Myanmar (EQMM) is a local NGO dedicated to promoting the human rights of people from Myanmar through human rights education and advocacy. EQMM was founded as the Human Rights Education Institute of Burma (HREIB) in Thailand in 2000 and was renamed and re-located to working exclusively inside Myanmar in 2013.

### **Some of what you'll do:**

- Responsible to develop, design and plan M&E Frameworks, tools and M&E Cycles, Conceptual Frameworks, and Result Frameworks.
- Responsible for M&E reporting as draft quarterly, semi-annual, annual activity reports
- Coordinate day to day Management of Program Activities
- Participate and Coordinate in Program Administration, Coordination and Networking

**This position is open only for Myanmar Nationals who are living intra or extra country of Thailand.**

### Qualifications

#### **Required:**

- Must be Myanmar Nationality
- Background in Monitoring and Evaluation preferred
- Minimum 3 years working experience in similar or relevant roles
- Must be fluent in Burmese and English (speaking, writing, reading)
- Strongly Committed to human rights, social justice, and peace
- Understanding on digital technology skills using various software and mobile apps, including Microsoft Word, Excel Power Point, Skype, Zoom, Google Workspace (Gmail, Drive, Docs, Calendar, etc.), Proton mail, and Signal.

#### **Desired:**

- Strong demonstrated understanding about human rights
- Creative, self-motivated, and a critical thinker
- Respect for diversity and sensitivity to other cultures
- Flexible, willing to learn new skills, able to work under pressure and respect deadlines, and a team player

**What we are looking for:**

- Strong and effective communicator, both written and verbal, with excellent interpersonal skills
- Ability to work independently as well as maintain a positive working relationship with colleagues
- Perform multiple tasks under tight deadlines while maintaining accuracy and quality
- Strong attention to detail and follow-through

**Salary and Benefits**

- Competitive local salary commensurate with experience
- Monthly stipend for healthcare coverage
- 13 month salary based on result of staff annual performance
- Opportunities to participate in periodic professional development trainings and conferences

**How to apply**

Interested and qualified candidates should send a cover letter, CV, and relevant supporting documents to the Human Resources Officer at [hro.eqmm@protonmail.com](mailto:hro.eqmm@protonmail.com) no later than 5 pm, Myanmar time, on 13 April 2022.

We are looking for evidence that you have the skills, experience, and abilities indicated in this announcement. Information you provide will be used for deciding who'll be selected for the next step in our process. Successful candidates will need to be willing to provide two names and contact information for professional references before an official offer can be made.

Only shortlisted candidates will be contacted for interview.

<b>Job Description of the M&amp;E Coordinator</b>
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**Title: M&E Coordinator**

**Grade Level: Level 3**

**Report to: Development Manager (DM)**

**Direct report: Nil**

<b>Planning, Monitoring, and Evaluation</b>	<b>35%</b>
<ul style="list-style-type: none"><li>• The M&amp;E Coordinator will develop, design and plan M&amp;E frameworks, tools and M&amp;E Cycles, Conceptual Frameworks, and Result Frameworks.</li><li>• All the Frameworks must be linked with Equality Myanmar's four strategies' frameworks namely: Awareness Raising, Documentation, Advocacy, and Emergency Fund Support.</li><li>• Prioritise and follow Donors' Compliances, Donor's schedule, EQMM's rules and regulations, and DM's comments on regarding M&amp;E Frameworks, reports, and intervention.</li><li>• Collects and analyzes data to evaluate the outcomes and impact of project activities by using M&amp;E frameworks.</li><li>• Coordinate with program staff to ensure successful implementation of M&amp;E tools and methods including data gathering.</li><li>• Compiles success stories, lessons learned, best practices based on past program implementation and/or relevant sources on EQMM's Four Strategies.</li><li>• Monitor all the program's activities, implementation and submission date in OneDrive.</li><li>• Closely interact and communicate with Program Coordinators to get the activity reports, data and other relevant information.</li><li>• Maintains and uploads M&amp;E databases and track the activity reports in OneDrive.</li><li>• Presents/shares analysis of M&amp;E periodically to the program team after getting approval of DM.</li><li>• M&amp;E Coordinator also need to observe some trainings, workshops and meetings to monitor and evaluate the project activities' implementation objectives, strategies, styles and methods. Then, write up summary findings and monitoring report to be submitted to DM.</li></ul>	

<b>M&amp;E Reporting</b>	<b>25%</b>
<ul style="list-style-type: none"> <li>• Conduct in-depth interview, focus group discussion in program follow up meeting, mid-term evaluation, project end evaluation (end line survey) with the coordination of Program Coordinators.</li> <li>• Draft quarterly, semi-annual, annual activity reports as needed and submit to DM.</li> <li>• Under the supervision of DM, compile all the activity reports for each donor and submit to DM for writing Quarterly and Annual Report. Regarding activity reports, answer all the feedbacks from DM.</li> <li>• Provide feedbacks, comments and follow up the activity reports and seeks clarification on results, whenever required from the Program Coordinators which will be posted in one drive.</li> <li>• Translate (from Burmese language to English) all the activity reports and associated materials from the Program Coordinators if it is needed.</li> <li>• Monitor activity reports, reports submission date and meeting date in the activity tracking sheet and work plan.</li> <li>• Take responsibility for writing meeting minutes in English when required to attend meeting and insert on OneDrive</li> <li>• Regularly check the database system, and reports submitted from program coordinators and clarify with coordinators when required and add in donors' reports</li> </ul>	
<b>Day to Day Management of Program Activities</b>	<b>25%</b>
<ul style="list-style-type: none"> <li>• Reviews activity reports from one drive which is submitted by the Program Coordinators.</li> <li>• Maintains reporting calendar and reminds Development Manager of upcoming deadlines.</li> <li>• Provides M&amp;E technical assistance to other departments, whenever required.</li> <li>• Provides input for potential management issues and concerns.</li> <li>• With DM, give and provide M&amp;E (Cycle, Framework, Plan and Report) training, Theory of Change, Result Change Framework, Conceptual Framework which likely to practice Risk Management/Analysis.</li> <li>• Take additional tasks and responsibilities which will be assigned by DM.</li> </ul>	
<b>PROGRAM ADMINISTRATION, COORDINATION , AND NETWORKING</b>	<b>10%</b>
<ul style="list-style-type: none"> <li>• Participate and contribute to regular annual planning, evaluation meeting with program team, and monthly development team meetings. This includes raising management issues to the Development Manager and brainstorming solutions.</li> <li>• Develop and submit to Development Manager a weekly individual timesheet and updating a work calendar by using Google calendar before the 2<sup>nd</sup> working days of every month.</li> <li>• Participate in regular staff meetings and organizational activities.</li> <li>• Act as a focal networking person and submit the meeting minutes, including the action plan to the Development Manager.</li> </ul>	

- Represent EQMM at donor meetings in consultation with Program Manager and Development Manager.

**OTHER DUTIES: Undertake any other organizational tasks that may be assigned from time to time.**

5%

**Confidentiality clause:** Ensure that the employee does not share confidential information and organizational secrets with others. This obligation applies both during and the termination of employment.