



Myanmar Red Cross Society

HR-HQ VA No. 056.1 – Health Monitoring, Evaluation and Reporting (MER) Manager



Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times.

Health Monitoring, Evaluation and Reporting (MER) Manager

No. of Post	: 1 Post
Report to	: Deputy Director
Department	: Health Department
Duty Station	: Nay Pyi Taw/Yangon
Grade	: F-2
Benefits	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

Application Deadline : 28-November-2024 to 12-December2024, 16:30 p.m.

Background of Department

In the present days, MRCS Health Department is implementing 13 programs and projects across the country with the support of several partners comprising ICRC, IFRC, PNs and also non- Red Cross partners. MRCS health program and projects are implementing program/ project based on following four types;

1. Promotive and Preventive types
2. Curative types
3. Rehabilitative types
4. Health in emergencies types.

Purpose of the Position

The Health Monitoring, Evaluation and Reporting (MER) Manager will be responsible to design a relevant planning, monitoring, evaluation and reporting framework and guidelines including the definition of relevant indicators in order to measure the impact, sustainability, effectiveness and efficiency of all projects/ program activities of Health Department. She/ He will build the capacity of project/ program staff at HQ, township and community to measure impacts in line with project log frame.

He/she has to work closely with Health Department and program teams to assess the progress

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities' members in our programs"

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MRCS-NRC/Health MER Manager for NayPyiTaw/Yangon/Health Department (28/11/2024)



of projects and program, support capacity building initiatives, facilitate the collection of quality data and report writing under the supervision of Deputy Director.

Duties and Responsibilities

Planning

1. Support program teams in community need assessment using MRCS standard tool, Integrated Community Assessment for Building Resilience (ICABR).
2. Provide technical support in developing project design, key performance indicators, monitoring and evaluation plan indicator tracking table (ITT) and reporting format in line with the results of community need assessment.
3. Assist Deputy Director in budget planning and revising to be more realistic and in accordance with the findings of the analysis of budget utilization.

Monitoring and Evaluation

4. Support projects and programs in development of effective monitoring tools for field as needed in the Monitoring and Evaluation plan to ensure project/ programs is on right track and quality of interventions.
5. Support all M&E initiatives including monitoring data quality, tracking the progress of activities using indicator tracking table.
6. Perform regular field monitoring visits to ensure the quality of data collected by projects and program are to verify the accuracy of reported data.
7. Collect monthly report and analyze data and information on a regular basis to ensure the projects and programs are in progress as planned.
8. Support base line, end line and evaluation of the projects and programs.
9. Periodically monitor Health program performance in implementing the Planning, Monitoring, Evaluation and Reporting (PMER) core procedures and use of PMER unit, working closely with program manages and technical advisors, delegates in coordinating the provision of follow-up support where required.
10. Monitor regularly the utilization rate and cost effectiveness of program implementation.

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Reporting

11. Review and analyze quarterly reports with Deputy Director to identify the causes of potential bottlenecks in project implementation and to enhance quality reporting.
12. Ensure monthly program updates, quarterly reports and annual report of Health Department in line with the standard formats and guideline of MRCS.
13. Support the Deputy Director and Director in reviewing donor reports to ensure high quality reports are submitted on time.

Coordination and Collaboration

14. Collaborate with the Program Manager, Coordinator and Officers to ensure quality and timely implementation of projects and programs.
15. Coordinate with other PMER Officers, M&E officers and Reporting Officers of Health Department for quality assurance of monitoring, evaluation and reporting mechanism of all projects and programs.
16. Coordinate with Program Manager and Program Coordinator for timely preparation of project and program report (such as monthly, quarterly and yearly report) and share with donors regularly.

Capacity Building

17. Support department staff on ways to properly document, organize and capture program progress.
18. Organize meetings or training for sharing information or giving feedback on findings and making suggestions and recommendations to technical departments.
19. Support PMER Officers, M&E Officers and Reporting Officer to provide appropriate technical guidance to ensure proper application by all project staff.
20. Provide technical support and capacity development to staff by responding to direct support requests and developing guidance as required.

Health Project Budget Development and Proposal Development

21. Actively participate in budget creation for health projects.

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- 22. Ensure budgets align with program objectives and donor guidelines.
- 23. Ensure budgets meet funding requirements.

Technical Inputs for Project Proposals

- 24. Provide expertise and guidance in monitoring, evaluation, and financial management aspects.
- 25. Suggest strategies for tracking project progress, evaluating effectiveness, and managing finances efficiently.
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General

- 27. Perform any other tasks assigned by Deputy Director, Director, Secretary General Office and governance.

Skills, Competencies and Requirements

- **Must be University graduated with health background, especially M.B.B.S or PMER related background in health projects with minimum**
- Master of Public Health, Health Policy and Master of Development Studies are preferred
- At least three years experiences in developing and implementing, monitoring, evaluation and reporting (PMER) processes and/or systems
- Experience in using information systems to inform program decision making and monitor progress
- Experiences in training and capacity building
- Ability to collect information or data and generate relevant and accurate reports for a range of audience strong analytical skills
- Competent in all areas of the training cycle, training needs analysis, design, delivery & evaluation.
- Strong interpersonal and communication skills
- High level computer literacy, strong IT literacy skills including web-based solutions and Microsoft office
- Ability to manage and priorities multiple tasks, take initiative and problem solve
- Able to work well in a team and live in stressful situations

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- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines
- Understanding of commitment to and willingness to actively promote the Red Cross and Red Crescent Fundamental Principles
- Experience of working for the Red Cross/Red Crescent is preferred
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing

****Note: Applicants will be considered to be shortlisted that need to send application letter, CV, passport-size photo, education qualifications and references (PDF Version) to:**

Head Office:

Myanmar Red Cross Society
Razathingaha Road, Dekhinathiri,
Nay Pyi Taw.

Branch Office:

Myanmar Red Cross Society
No. 42, Red Cross Building, Strand Road,
Botahtaung Township, Yangon. (or)

Email: mrcshrrecruitment@redcross.org.mm (or)

For more information and application, please visit to the www.redcross.org.mm

Only short-listed candidates will be contacted for a personal interview.

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