



ကညီကုန်သုဆးလၢဝဲၤကျိၤ Karen Education and Culture Department

မူဒါလီၢ်လၢဟံၣ်ပနီၣ်ကွဲးဖျါ (Job Description)

၁.၀- မူဒါလီၢ်လၢအတၢ်မၤတက့ၢ် (Job Overview)

လီၢ်လၢ (Position)	ဝဲၤဒု (Bureau)	ဆုၤထီၣ်တၢ်ဟံၣ်ဖျါဆူ (Reports To...)	ဟံးစုနဲၣ်ကျဲ (Supervises...)	တၢ်ဘူးတၢ်လဲ အပတီၢ် (Pay Grade)
တၢ်သမံၤသမိးဒီး တၢ်လီၤကွၢ်ထွဲတၢ်မၤ ပုၤဘၣ်မူဘၣ်ဒါ (Monitoring and Evaluation Officer)	နဲၣ်ရွဲၣ်ကရူၢ်ဝဲၤဒု (Bureau of the Secretary)	တၢ်သမံၤသမိးဒီး တၢ်လီၤကွၢ်ထွဲတၢ်မၤ ပုၤတီၢ်ခိၣ်ရိၣ်မဲတၢ် (Monitoring and Evaluation Manager)	နီတဂၤ (None)	F

၂.၀- တၢ်ဖဲးတၢ်မၤတၢ်ပညိၣ်တီၢ်ဟံၣ် (Purpose)

The Monitoring and Evaluation Staff supports the M&E Manager to manage the monitoring and evaluation of ongoing project activities. The M&E Staff will also contribute to the strengthening of the M&E systems and tools, and reporting procedures. He/ She will support M&E Manager in promoting the identification of learning for the improvement of the project and for wider information gathering to support the organization in reaching its objectives.

၃.၀- မူဒါ,တၢ်ဟံးမူဟံးဒါဒီးမူဒါတၢ်မၤ (Duties, Responsibilities and Tasks)

၃.၁- မူဒါနီးတၢ်ဟံးမူဟံးဒါခိၣ်သ့ၣ် (Core Duties and Responsibilities)

- Ensure that the M&E reporting and data collection procedures are implemented.
- Ensure that implementation of field activities adheres to the project M&E system.
- To support the M&E Manager in analysing findings based on regular monitoring data.
- To perform regular field visits to ensure the quality of data collected, and to verify the accuracy of reported data, collect information related to educational events including, students' fellowship, educational exchange, mine risk education and education sensitization events, and any other information as assigned by M&E Manager.
- To record, manage and preserve M&E data in a safe and accessible manner.
- To assist the M&E Manager with report writing (monthly, quarterly and/or annually), including ensuring that narrative and quantitative reports are provided.
- To perform other M&E related tasks, as assigned by the M&E Manager.

Supervision:

- Supervise staff involved in M&E reporting and data collection.
- To support field staff in using respective tools and provide training in tools and procedures.

၃.၂- မူဒါတၢ်မၤအဂၤအဂၤတဖၣ် (Other Tasks)

- Regularly **report** verbally and in writing to Supervisor.
- Attend all relevant **meetings and workshops**, as appropriate or assigned.
- Pursue **professional development** opportunities.
- Conduct **other duties** as assigned by Supervisor.

၃.၃- တၢ်မၤအလီၢ်အကျဲ (Work Location): တၢ်ဆဲးကျိးဝဲၤဒၢး (Communications Office)

၄.၀- တၢ်လိၣ်ဘၣ်ပတီၢ်လၢအကြးအိၣ်တဖၣ် (Minimum Requirements)

တၢ်ကူၣ်ဘၣ်ကူၣ်သ့ (Education)	တၢ်သ့တၢ်ဘၣ် (Skills)	တၢ်လၢဒီဖျိ (Experience)
<ul style="list-style-type: none"> • At least a college qualification or has equivalent experience related to the field work. 	<ul style="list-style-type: none"> • Basic Computer Skills. • Language Skills: (Karen - fluent, Burmese - basic, and English - basic). 	<ul style="list-style-type: none"> • Has experience working with local communities. • Has experience in organizing trainings and workshops. • Experience in collecting data using Microsoft Excel and Word.

၅.၀- တာ်ဟ့ၣ်တာ်ပျဲ (Approvals)

ဘၣ်တာ်ကတီၤအီၤလၢ-	လီၢ်လၢ-	မံၤကွဲးစဲ-	မ့ၢ်နံၤ-
(Prepared By:)	(Position:)	(Signature:)	(Date:)

ဘၣ်တာ်ဟံၣ်ဂၢ်ဟံၣ်ကျဲၤအီၤလၢ-	လီၢ်လၢ-	မံၤကွဲးစဲ-	မ့ၢ်နံၤ-
(Approved By:)	(Position:)	(Signature:)	(Date:)

ဘၣ်တာ်ကတီၤအီၤလၢ-	လီၢ်လၢ-	မံၤကွဲးစဲ-	မ့ၢ်နံၤ-
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ဘၣ်တာ်ဟံၣ်ဂၢ်ဟံၣ်ကျဲၤအီၤလၢ-	လီၢ်လၢ-	မံၤကွဲးစဲ-	မ့ၢ်နံၤ-
(Approved By:)	(Position:)	(Signature:)	(Date:)