



ကညီကုန်သုဆးလၢဝဲကျိၤ Karen Education and Culture Department

မူဒါလီၤလၢဟံးပနီၣ်ကွဲးဖျါ (Job Description)

၁.၀- မူဒါလီၤလၢအတၢ်မၤတက္ကသိုလ် (Job Overview)				
လီၤလၢ (Position)	ဝဲၤဒု (Bureau)	ဆုၤထီၣ်တၢ်ဟံးဖျါဆူ (Reports To...)	ဟံးစုနီၣ်ကျဲ (Supervises...)	တၢ်ဘူးတၢ်လဲ အပတီၢ် (Pay Grade)
တၢ်သမံသမိးဒီး တၢ်လီၤကွၢ်ထွဲတၢ်မၤ ပှၤဘၣ်မူဘၣ်ဒါ (Monitoring and Evaluation Officer)	နီၣ်ခွဲၣ်ကရူၢ်ဝဲၤဒု (Bureau of the Secretary)	တၢ်သမံသမိးဒီး တၢ်လီၤကွၢ်ထွဲတၢ်မၤ ပှၤတီၢ်ခိၣ်ရီၣ်မဲတၢ်/ တၢ်တိၢ်ကျဲၤမူဒါခိၣ် (Monitoring and Evaluation Manager/Project Coordinator)	နီၣ်တကၤ (None)	E
၂.၀- တၢ်ဖဲးတၢ်မၤတၢ်ပညိၣ်တိၢ်ဟံး (Purpose)				
The Monitoring and Evaluation Officer (M&E Officer) supports the M&E Manager to manage the monitoring and evaluation of ongoing project activities. The M&E Officer will also contribute to the strengthening of the M&E systems and tools, and reporting procedures. The M&E Officer 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- မူဒါဒီးတၢ်ဟံးမူဟံးဒါခိၣ်သ့ၣ် (Core Duties and Responsibilities)

Planning:

- Develop M & E plan based on the approved activity and budget plan

Management:

- To record, manage and preserve M&E data in a safe and accessible manner

Implementation:

- 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 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.

Co-ordination:

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)

<p>တက်ကူညီဘက်ကူညီသူ (Education)</p> <ul style="list-style-type: none"> At least a college qualification or has equivalent experience related to the field work. 	<p>တက်သုတက်ဘက် (Skills)</p> <ul style="list-style-type: none"> Basic Computer Skills. Language Skills: (Karen - fluent, Burmese - basic, and English - basic). 	<p>တက်လဲခီဖို (Experience)</p> <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.
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၅.၀- တက်ဟ့ုတက်ပျဲ (Approvals)

ဘက်တက်ကတီအီလဲ-	လီလဲ-	မံကွဲး-	မုနီ-
(Prepared By:)	(Position:)	(Signature:)	(Date:)
ဘက်တက်ဟံဂံဟံကျဲအီလဲ-	လီလဲ-	မံကွဲး-	မုနီ-
(Approved By:)	(Position:)	(Signature:)	(Date:)
ဘက်တက်ကတီအီလဲ-	လီလဲ-	မံကွဲး-	မုနီ-
(Prepared By:)	(Position:)	(Signature:)	(Date:)
ဘက်တက်ဟံဂံဟံကျဲအီလဲ-	လီလဲ-	မံကွဲး-	မုနီ-
(Approved By:)	(Position:)	(Signature:)	(Date:)