

Job Title: Monitoring, Evaluation, and Learning (MEL) Officer
Project: USAID Responsible Investment and Trade Activity
Reports to: Monitoring, Evaluation, and Learning (MEL) Manager
Location: Yangon, Myanmar
Duration: Full-time one-year contract, possible yearly extensions through July 2025

Overview of the Position:

DAI seeks a highly organized and capable **Monitoring, Evaluation, and Learning (MEL) Officer** with excellent communications and data analytical skills to support monitoring, evaluation and learning activities for the USAID Responsible Investment and Trade Activity (the Activity). The Activity aims to promote private sector civilian ownership of the Myanmar economy by increasing the share held by responsible, accountable, and transparent firms. It engages international and domestic private sector firms and civil society actors across multiple sectors to facilitate investment, trade, and business partnerships, and to strengthen regional economic integration, and improve business accountability, transparency, and competitiveness in Myanmar.

Roles and Responsibilities:

The **Monitoring, Evaluation, and Learning (MEL) Officer** will be responsible for supporting the MEL Manager to ensure performance monitoring and results reporting across the entire USAID Responsible Investment and Trade Activity are in place and working effectively. Based in Yangon, the MEL Officer will work within a team of approximately 28 professionals and will also support variety of tasks of which all will primarily be focused on executing the Activity's monitoring and evaluation processes and learning agenda.

The **MEL Officer** is responsible for:

- Support all MEL efforts as needed to ensure high-quality data collection and management.
- Provide continuous support to technical staff on data collection, data verification, and validation, and to ensure timely data collection, analyses, reporting, and completion of other MEL activities.
- Utilize Activity tools for data collection and train team members to use the data collection tools where needed.
- Undertake periodic monitoring visits to Activity locations to collect data and/or assist data collection efforts as travel restrictions are lifted, and the COVID-19 situation is improved.
- Conduct data entry and cleaning in the MEL databases.
- Ensure implementation and maintenance of Activity databases (CRM and TAMIS) and maintain a functional physical document management system as needed.
- Assist MEL Manager in uploading the Activity Performance Indicator targets and results on Activity MEL databases, USAID Development Information System (DIS), and other relevant databases, adhering to specified timelines and regulations.
- Assist MEL Manager to analyze data for client-requested reports, and submit inputs timely.
- Contribute monitoring data to learning and communications materials, such as case studies, learning briefs, quarterly and annual reports, and success stories.
- Assist in conduct performance reflection, learning, and review meetings.
- Assist with training organized for the Activity staff, partners, and beneficiaries on key MEL concepts, tools, and processes.
- Support coordination between MEL, communications, technical team, and grant team.
- Perform other duties as assigned by the supervisor.

Qualifications

- BA/BS in statistics, data analysis, economics, business, or relevant experience; Advanced degree preferred.
- Minimum experience: Bachelor's degree and six years of experience or an advanced degree and three years of experience collecting, analyzing, and managing monitoring and evaluation data.
- Experience with monitoring and evaluation for USAID or other international donor programs, preferred.
- Experience using MS Excel for data analysis is required.
- Exceptional knowledge in using digital data collection platforms such as KoBo Toolbox, Survey CTO, and Ona.

- Experience with CRM data systems preferred.
- Ability to work efficiently and deliver high-quality deliverables within the time allocated.
- Excellent interpersonal communication skills.
- Excellent personal organizational and time management skills.
- English and Burmese fluency is required.
- Ability and interest to travel within Myanmar as required.

Supervisory Requirements: N/A

Application Instructions

Applicants should submit their CV via the link below and are encouraged to apply as soon as possible as interviews will be conducted on a rolling basis. Due to the volume of applications that we receive and the urgency to fill positions, only shortlisted applicants will receive notifications on next steps.

Please apply here: [Application Portal](#)

Activity Background

The USAID Burma Responsible Investment and Trade Activity is a five-year (2020 – 2025) activity that will work with a broad range of international and domestic private sector firms and civil society actors to promote civilian ownership of the Myanmar economy by increasing the share held by responsible, accountable, and transparent firms. Through the Activity, USAID will increase trade and private sector investment. To attract and sustain investment and trade, the Activity is supporting firms operating in or entering the market in Myanmar to improve corporate governance, business transparency, and competitiveness.

DAI Organization and Values

DAI is a global development company with corporate offices in the United States, the United Kingdom, EU, Nigeria, Pakistan, and Palestine and project operations worldwide. We tackle fundamental social and economic development problems caused by inefficient markets, ineffective governance, and instability. DAI works on the frontlines of global development. Transforming ideas into action—action into impact. We are committed to shaping a more livable world.

DAI and its employees are committed to confronting racism and holding ourselves accountable for positive change within the company and in the communities, cultures, and countries in which we live and work. DAI is committed to attracting and retaining the best employees from all races and backgrounds in our continued effort to become a better development partner.

DAI upholds the highest ethical standards. We are committed to the prevention of sexual exploitation, abuse, and harassment as well as other ethical breaches. All our positions are therefore subject to stringent vetting and reference checks.

DAI is an equal opportunity/affirmative action employer with a commitment to diversity. DAI does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, veteran status, or other non-merit factor.