

Job Announcement

The Monitoring and Evaluation Assistant ensures project decision-makers and partner media outlets have timely access to accurate data and valuable information on the official media platforms. Additionally, the M&E Assistant will play a crucial role in facilitating technical support and data management processes for the partner media outlets.

Title	Monitoring and Evaluation (M&E) Assistant
Position Type	Full time
Probation period	10 months including 3 months' probation
Closing Date	30 November 2024
Duty Station	Remotely/or Chiang Mai, Thailand

Duty and Responsibilities

- Conduct data entry in the databases, both offline and online, adhering to donor requirements, BNI, and its members.
- Observe media contents for the qualitative and quantitative data collection process.
- Perform data consolidation, analysis, and reporting for the media products and provide constructive feedback.
- Analyze insight data, monitor the condition of intended target vs. achievement, and provide necessary inputs to partner media outlets for better program achievement.
- Ensure the collected data security, data backup, and document retention practices align with organization's standards and donor requirements.
- Assist the supervisor with data visualization using appropriate the recommended tools by the supervisor.
- Assist in the various type of assessments such as developing forms, data collection, and analysis based on supervisor's instruction.
- Participate in review meetings and provide feedback for the produced media content.
- Serves as the focal person for the data collection process and informs significant conditions to the supervisor.
- Prepare and submit monthly, quarterly, and ad-hoc data/reports to the supervisor.
- Perform any other duties assigned by the supervisor.

- Actively promote Prevention from Sexual Harassment, Exploitation and Abuse (PSHEA) standards within BNI and amongst its beneficiaries

Education, Technical Knowledge Required

- Must be a bachelor's degree in any field.
- Media experience and background would be an asset.
- 1-3 years of M&E experience, including systems design, administration, and reporting.
- Experience in control and administration of social media accounts.
- IT Literacy: Google package, Microsoft Office package including Word, Excel, PowerPoint, Outlook, and SharePoint.
- Data Analysis and Visualization: Intermediate user of Microsoft Excel and modernized visualization tools such as Power BI, Google Looker Studio etc.

Interesting candidates who meet the aforementioned requirements are required to submit a cover letter, an updated CV, and two reference letters (from most recent work) via email only to: adminhr@bnionline.net. The application subject line should clearly mention the job title. Only short-listed candidates will be contacted for a final selection.

BNI is an equal opportunity employer. Women, minority, and ethnic applicants are strongly encouraged to apply.

About BNI

Burma News International (BNI) was established in Kolkata, India, on 11th February 2003 which is an ethnic media network with 15 independent media/news organizations as members. They are Chin World, Development Media Group, Kachin News Group, Kaladan Press Network, Kantarawaddy Times, Karen Information center, Khonumthung Media Group, Mizzima, Independent Mon News Agency, Narinjara News, Network Media Group, Shan Herald Agency for News (S.H.A.N), Than Lwin Times, The Voice of Shan-Ni, and Myitkyina News Journal.