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Myanmar Enhancement to Empower Tribal – MEET

No. 453, Taw win street, 7th Ward, ShwePyiThar Township, Yangon

Contact: 95-09-426-060-275

VACANCY ANNOUNCEMENT

Job Title	Assistant MEAL Manager
Number of Positions	1
Employment status	Contract
Project Duration	6 months
Location	Mandalay/ Rakhine
Travel	Travel as necessary
Reports to	Program Coordinator/ Program Director
Closing Date	4 July 2025

Myanmar Enhancement to Empower Tribal (**MEET**) is a local nongovernmental organization focused on humanitarian and development works for Tribal communities in Myanmar. It aims to enhance the sustainable development of Tribal with a holistic approach program by networking with other NGOs. Objectives of MEET are; to help and build the economic and social infrastructures for the tribal in Myanmar; to increase the local food production sustains and food security; to create job opportunity for Myanmar tribal in the areas of WASH, Livelihoods, Nutrition, Education, Health, Relief, Rehabilitation, Peace, Humanitarian and Social protections.

Position Summary

The purpose of the Assistant MEAL Manager position is to lead the monitoring, evaluation, accountability, and learning activities of all project activities (MEAL), including measuring impact and supporting evidence-based programming. The Assistant MEAL Manager guarantees the quality and relevance of all MEAL activities. The Assistant MEAL Manager ensures that all activities are carried out with the highest standards of compliance with relevant donor requirements and the Logical Framework.

Duties and Responsibilities: Under the direct supervision and guidance of the Program Coordinator and overall supervision of the Program Director, the Assistant MEAL Manager is responsible for the following;

Key Responsibilities

- Develop and implement a comprehensive MEAL framework for project activities in coordination with the Program Team.
- Design and oversee the implementation of monitoring tools to track project activities, outputs, and outcomes, including indicator trackers and pre-/post-distribution monitoring.
- Provide training and support to project staff and partners on MEAL methodologies and best practices.
- Conduct regular field visits to project locations (Mandalay and Rakhine, when possible) to identify and address monitoring challenges and propose solutions for improved data collection and reporting.
- Lead the planning and oversee the conducting of evaluations of projects, including baseline, mid-term, and end-of-project evaluations.



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- Ensure that the right amount of assistance is being distributed to the right beneficiary in the right manner at the right distribution point.
- Give special attention to Accountability to Affected Populations (AAP), monitor how AAP was considered by the project team during the distribution, MHPSS talking, etc...
- Establish and maintain feedback and complaints mechanisms for project participants/beneficiaries.
- Make sure that the targeted population, specifically marginalized groups, have access to timely, accurate, and relevant information on their rights and entitlements from the project.
- Develop and identify the suitable communication channels that are feasible to all persons of concern and those that are appropriate for both sensitive and non-sensitive matters.
- Make sure that feedback from persons of concern is properly collected, acknowledged, accessed, and forwarded to the responsible party in a timely, confidential, and effective manner.
- Make sure that Affected people are being highly encouraged to participate in all project activities.
- Make sure that the Grievance Handling Mechanism (GHM) is established for any suggestion or complaint. Grievance reports are submitted accordingly in a timely manner.
- Ensure that the project adopts a "do no harm", rights-based and gender-based approach to minimize the negative effects of the project in terms of safeguarding, equality, dignity, non-discrimination, and rights to a safe and healthy environment.
- Work closely with project teams to identify and document lessons learned and success stories, including organizing regular after-action review meetings, workshops, and knowledge-sharing sessions to capture and disseminate best practices.
- Prepare and submit regular reports on project progress, including monitoring and evaluation findings, to the technical supervisor.

Technical Responsibilities

- Ensure that MEAL standards and policies are consistently observed.
- Ensure that all procurement is conducted according to procedures.
- Ensure all the procedures and guidelines are followed during the purchasing process, such as the collection of quotations from different suppliers, information on quotations is relevant, gained best value of money, quality, and quantity of goods purchased are in line with the log frame, prices are reliable and logical.
- Drive implementation of related policies, procedures, and practices; provide capacity building to staff to ensure proper implementation.
- Served as the focal point for employees on MEAL-related questions.



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- Build and maintain a MEAL network with the local frame of reference.
- Ensure the program teams are regularly participating in relevant cluster meetings and providing relevant data and reports to the relevant cluster.

Accountabilities

- ❖ Accountable for making decisions, managing resources efficiently, and achieving the set project goals.
- ❖ Holds the team accountable to deliver on their responsibilities, giving them the roles to deliver in the best way they see fit.
- ❖ Ensure whether or not the beneficiary selection criteria are properly explained to the community during the beneficiary identification.
- ❖ Undertake other related assignments as may be requested by the program coordinator and head office.

Work Plan

- ❖ Conduct planning for the project activities (log frame) and budget in time.
- ❖ Analyze and update the field team's monthly work plan.

Reporting

- ❖ Submit updated information and project implementation reports on time to the Program Coordinator and Donor.
- ❖ Report project progress, work plan, and financial update.

Skills and Requirements

- ❖ University Graduate or Professional Certificate/Diploma in a related field
- ❖ Minimum of 5 years' experience in a similar position
- ❖ Flexibility - ability to work with multi-cultural people, open-minded, good communication skills, ability to listen, and diplomacy
- ❖ Strong interpersonal and organizational skills with the ability to assist staff and address conflicts as necessary
- ❖ Ability to travel to field sites frequently, Good teamwork, Honesty, and Integrity
- ❖ Excellent communication (verbal and written) skills in Myanmar and English;
- ❖ Ability to work systematically, accurately, independently, and under pressure
- ❖ Computer skills (Office applications); knowledge of information systems is an asset

APPLICATION INSTRUCTIONS

Interested persons are requested to submit a motivation letter plus curriculum vitae to the MEET organization at thanthanhmwe631@gmail.com and c/c at meet.tribal@gmail.com, mentioning the subject line “Assistant MEAL Manager” not later than 4 July 2025.

Note: Only short-listed candidates will be contacted for personal interviews, and women candidates are strongly encouraged to apply for all positions. MEET is committed to the well-being of children, together with Gender equity and the Protection of Sexual Exploitation and Abuse (PSEA). All staff members are required to sign and adhere to the CoC and PSEA policy at all times. Early application is encouraged as we will review applications throughout the advertising period, and the right to close the advert early is reserved.