



INTERNATIONAL RESCUE COMMITTEE

Vacancy Announcement-Ref No.51844-1719

(National Only)

Four Core values of IRC

Integrity

We are open, honest and trustworthy in dealing with clients, partners, co-workers, donors, funders and the communities we affect.

Accountability

We are accountable—individually and collectively—for our behaviors, actions and results.

Service

We are responsible to the people we serve and the donors who enable our service.

Equality

We strive for equal outcomes for all clients and colleagues by promoting equitable access to opportunities and services.

From Harm to Home

The **mission** of the IRC is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future. www.theirc.org

Who receives IRC's services?	the most vulnerable populations
Which sectors?	Livelihoods, water & sanitation, women protection & empowerment, protection, health, social development
When began in Myanmar?	2008
What position you are applying for?	Senior MEAL Officer
Number of Opening	1
Who you report to?	Program Manager
Where you work?	Myitkyina, Kachin state
When you start working?	Immediately
What will you get?	Basic Pay + Fringe Benefits (Health Insurance + Annual Group Life Insurance + Annual 13 th Month Pay + Gratuity + Leaves Entitlements)
When can you apply?	During 16 May 2024 to 26 May 2024
What IRC expects from you?	Zero tolerance with financial fraud, sexual harassment, sexual violence, child abuse, abuse on beneficiaries. The applicant is expected to abide by IRC's policies related to safeguarding. IRC defines safeguarding as "An umbrella term that covers both staff and client-facing protection from exploitation and abuse".

What is your Job Scope?

Job Overview:

The Senior MEAL Officer is responsible for technical oversight of monitoring and evaluation of all Health programs (Kachin). By making accurate, reliable, and timely data and information available, the Senior MEAL Officer will contribute to the comprehensive situational analysis in the IDP camps and communities where IRC and its partners provide services, and will support learning, design, and adaptation of interventions in these areas including data quality auditing, operational research, program impact assessment, M&E capacity building and program reporting under direct supervision of Program Manager (Kachin) with the technical supports from Yangon MEAL technical support unit.

The Senior MEAL Officer will also work in close collaboration with the Cluster Co-Lead Coordinator (Health and Nutrition) to guarantee the necessary alignment between IRC and Cluster data, tools, and methodologies. The Senior MEAL Officer is expected to be flexible and participate in other relevant functions of IRC Mission, to the best of his/her abilities. He/ She plays a key role

in direct supervision and capacity building of data assistant/MEAL Officer and project staff, monitoring and evaluation of program quality and services of IRC. The Senior MEAL Officer will work closely with the filed Project Coordinator and Project/ Program Managers for data quality control of the programs.

Main Responsibilities

Under overall guidance of the Program Manager and in consultation with Yangon MEAL Technical Unit will:

General

- Assist MEAL Manager to set up and manage M&E framework of assigned program.
- Monitor implementation, maintain, and analyze data and produce information on project impact and progress of respective program.
- Technical oversight and capacity building to IRC staff and partner organizations' staffs of respective program.
- Reporting

Assist to set up and manage M&E framework of the program:

- Assist MEAL Manager to set up respective program framework and identify data collection requirements and methodologies for log frame indicators in line with database, donor requirement and IRC global MEAL system.
- Assist MEAL Manager to develop a list of data to be collected during program implementation for reporting progress, data collection methodologies and data quality control tools and responsible agencies.
- Assist MEAL Manager to revise and re-adjust the respective program M&E framework as needed.
- Update the beneficiaries reached and
- Assist MEAL Manager to develop detailed program log frames, work plans, monitoring tools to ensure high quality program implementation throughout the project cycle and ensure the program is achieving expected outputs and that activities are relevant for the specific program.

Monitor implementation, maintain, and analyze data and produce information on project impact and progress:

- Design methodology and administer process of relevant data flow mechanism at the respective program in close collaboration with the field program staffs.
- Oversight process of data flow mechanism and routinely visit the project sites and monitor implementation of data flow mechanism at the respective program.
- In coordination with MEAL Manager and Program Manager, monitor the management of program database and project data quality control processes for the respective program.
- Ensure systematic data collection along the project implementation at respective Townships and inform Program Manager for timely decision making.
- Update the beneficiaries reached and situation of coverage area/locations for respective grants.
- Provide technical support to program staff on implementing data flow mechanism and project data quality control tools.
- With the help of Data Assistant/MEAL Officer, he/she prepares respective cluster reports or government shared reports in a timely manner.
- Assist MEAL Manager to organize and manage the project impact assessment, survey, operational research and field testing of MEAL tools and systems as needed.

Quality Control and Accountability

- Data Quality Auditing (DQA) in the project sites and making ensure that project database is safely stored and backed up at respective program level.
- Coordinate with Accountability Officer to support collection of beneficiary feedback through launched feedback mechanisms at targeted sites.
- Coordinate with MEAL Manager to support response and follow up of complaints related to the IRC program provided by INGOs, NGOs and other agencies of clusters.

Technical oversight and capacity building to IRC staffs

- Assist the MEAL Manager for overall technical oversight and quality control of the respective program.
- Organize the capacity building plan by collaborating with Program Manager and actions for program staffs as needed.
- Train all key IRC and partner staff to be standard M&E system such as Data collection mechanism, Data compilation and cleaning mechanism, Data verification mechanism, Data analyzing mechanism, Data utilization mechanism, Data collection time frame, Data reporting time frame, Reporting framework.
- Provide capacity-building support to all team members, including training on basic M&E concepts, assessment surveys collection etc when needed.

Reporting

- Assist Program Manager and MEAL Manager for donor reporting to ensure all M&E reports are produced with highest quality in a timely manner.
- Regular and timely reporting to Program Manager and MEAL Manager for respective program.

Other activities

- In the event of a natural disaster or renewal of conflict in the program area, the Senior MEAL Officer will be expected to participate in emergency response activities.
- Depending on capacity and workload, the Senior MEAL Officer will be encouraged to attend relevant training and meetings in Myitkyina, Yangon, and the Asia region to enhance the ability to support the project.

Key Working Relationships:

- The Senior MEAL Officer will work under the direct supervision of the Program Manager. She/He will closely coordinate with the program staff and operation staff such as pharmacists, logistics as needed for response of emergency response activities. The Senior MEAL officer will work with partner organizations for data management, reporting with quality assurance, and construct high quality M&E system in the assigned area.

What should you have?

Job Requirements:

Education:

- Bachelor's degree in social sciences, or related field

Work Experience:

- At least 3 years of experience in M&E of complex health programs in a humanitarian UN/INGOs/LNGO context, and demonstrated high level skills in program and project M&E.
- Ability to work cooperatively in a team environment.

Demonstrated Skills and Competencies:

- Proven computer skills (MS-Office, internet applications, data management software an advantage)
- Understand the areas' culture, environment, and work with the communities and local authorities.
- Professional demeanor, ability to work under stressful conditions while maintaining perspective and a sense of humor.
- Patience, diplomacy, flexibility, critical thinking, and analytical skills.
- Attention to detail.
- Willingness to travel and work in IDP camps and rural villages when requested.

Language Skills:

- Knowledge of Kachin dialects
- Good Command of English Language Fluency

Deadline	Application Link
5pm on Sunday, May / 26 / 2024.	https://rescue.csod.com/ux/ats/careersite/1/home/requisition/51844?c=rescue
<p><u>Notes:</u></p> <ul style="list-style-type: none">➤ IRC is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, sex, color, national origin, sexual orientation, age, marital status, veteran status or disability.➤ Candidates are required to declare in advance should there be any relative or family member currently employed in IRC. Failure to do so, he/she will be subjected to the termination of the employment contract even after successfully selected.➤ IRC regrets to inform you that only short-listed candidates will be contacted.	