



# INTERNATIONAL RESCUE COMMITTEE

Vacancy Announcement-Ref No. req58600

(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. <https://www.rescue.org/>

Who receives IRC's services?	the most vulnerable populations
Which sectors?	Water & sanitation, women protection & empowerment, protection, health, social development
When began in Myanmar?	2008
What position you are applying for?	MEAL Officer (Protection and WPE)
Number of Opening	1
Who you report to?	MEAL Manager (WPE)
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 <sup>th</sup> Month Pay + Severance + Leaves Entitlements)
When can you apply?	During 23 June 2020 to 2 July 2025
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?	Under the direct supervision of the MEAL Manager in Yangon and in coordination with the program leads in Kachin State, the MEAL Officer is responsible for the regular preparation, consolidation, and circulation of data collection, compilation, and analysis of reports for all program activities. By making accurate, reliable, and timely data and information available, the 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. This position will provide support across all IRC program thematic areas in Kachin Shan State, currently focus to Protection and WPE programs.

## **Major Responsibilities:**

Major responsibilities of the MEAL Officer are listed below:

### **1. Management of Information Systems**

- Manage the transition of IRC relevant state's management information system (MIS) from a paper-driven system to a digital system based on mobile data entry using Kobo or CommCare platform.
- Manage all program databases, ensuring that they are regularly updated, cleaned, and that confidentiality is protected where appropriate, including for quarterly assessment process and provide reports to Program leads.
- Coordinate all data entry, including:
- Coordination with program focals to ensure regular uploads of mobile data containing activity records to IRC's offline server in the state.
- Aggregate data in a consolidated monthly database and share monthly with the MEAL Managers in Yangon
- Work to improve presentation of key data through the development of excel dashboards etc.
- Where necessary, revise and upgrade data collection tools and methodologies and ensure maximum harmonization/dissemination among program teams.
- Verify reports formulated by program teams contain all the needed information and are in line with consolidated data collection scheme and priorities.
- Perform sustained monitoring of program indicators including trend analysis. Analyze data and keep the program focals informed about data trends.
- Perform data quality assurance reviews/visits with IRC program staff and partner staff to check and verify their data; provide technical.

### **2. Training**

- Train all key IRC staff on the use of relevant tools to collect and report key program activity data on time.
- Collaboration with program focal in revising data collection and emergency-specific training schemes for staff
- Assist in the conduct of specific data and monitoring training for-program staff when needed.
- Support the conduct of any relevant training for partners.

### **3. Reporting and internal meetings**

- Provide timely MEAL reports to program staff.
- Under the guidance of the program focal and Yangon MEAL Managers, extract and send specific reports to other emergency response stakeholders in the State.
- Fill out the monthly Program Indicator Dashboard (PID).
- Contribute to donor report writing by ensuring that data is available and updated, including those from partners.
- Report any changes in locations targeted for each project, including updates in population data including in partners' locations.

### **4. Assessments and evaluations**

- Support the conduct of rapid needs assessment where necessary, including but not limited to: Development of forms on Kobo or CommCare.
- Training of data collectors
- Conduct of data collection
- Basic analysis and report writing
- Lead the conduct of relevant assessments and evaluations in targeted locations for all programs including, KAP surveys, PDM surveys, baseline and end line surveys, and client feedback surveys.

## What should you have?

### Education:

- University degree in sociology, statistics, development studies, or a related field

### Work Experience:

- 1-2 years of experience in an INGO/LNGO in a similar position as an asset.

### Demonstrated Skills and Competencies:

- Skilled in using MS Office software applications (Word, Excel, Access, Outlook, and PowerPoint)
- Experience in mapping systems and software i.e.: Kobo, CommCare, Power BI, QGIS is an asset
- Ability and flexibility to understand the cultural and health environment, and work with the communities and local authorities; Ability to work cooperatively in a team environment; Willingness to travel and work in IDP camps and rural villages when necessary.
- Knowledge of health systems and health programming .
- Good English speaking and writing skills .
- Attention to detail .
- Data analysis and data management skills .

### Language Skills:

- Knowledge of relevant state dialogue.

Deadline	Application Link
<b>5pm on Wednesday, July/ 2 /2025.</b>	<a href="https://rescue.csod.com/ux/ats/careersite/1/home/requisition/58600?c=rescue">https://rescue.csod.com/ux/ats/careersite/1/home/requisition/58600?c=rescue</a>
<b>Notes:</b> <ul style="list-style-type: none"><li>➤ I Resume/Application is requested to be submitted in <b>Microsoft Word Format</b>.</li><li>➤ Please clearly mention the Position and Location you are applying for in the email Subject Line.</li><li>➤ 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. IRC's GEDI, Gender Equality Diversity and Inclusion policy applies to all IRC Staff.</li><li>➤ IRC practices zero-tolerance against any abusive action. IRC's Child Safeguarding and Adult Safeguarding Policy applies to all IRC staff.</li><li>➤ 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 result in the termination of the employment contract even after successfully being selected.</li><li>➤ <b>IRC regrets to inform you that only short-listed candidates will be contacted.</b></li></ul>	