



JOB DESCRIPTION

POSITION TITLE:	MEAL Assistant
COUNTRY PROGRAM:	Myanmar
PROJECT NAME:	RAI-4E Malaria - Global Fund GMS Grant
REPORTS TO:	Program Officer
LOCATION:	Dawei Township
STATUS:	Full Time
SUPERVISORY CAPACITY:	
APPLICATION DEADLINE:	4-Jul-2025
STARTING DATE:	1-Aug-2025

ARC Mission Statement

The American Refugee Committee (ARC) is an international nonprofit, nonsectarian organization that has provided humanitarian assistance and training to millions of beneficiaries over the last 35 years. ARC works with refugee communities in 15 countries worldwide, helping people regain control of their lives. The people ARC serves have lost everything to events completely beyond their control. ARC provides shelter, clean water and sanitation, health care, skills training, microcredit education, protection, and whatever support we can to let people begin again.

The Myanmar country program of the American Refugee Committee is actively responding to humanitarian concerns in Myanmar, particularly in remote areas of the Southeast region. ARC works closely with national and local authorities to galvanize concerted and coordinated lifesaving humanitarian assistance to people in need. Primary interventions focus on community health responses to endemic malaria among hard-to-reach or transient populations.

Project Overview

The Regional Artemisinin Initiative (RAI) has been expanded with a 4th phase, the RAI-4 Elimination (RAI-4E) program, which contributes to the elimination of Malaria in Myanmar and the prevention of the emergence or spread of artemisinin resistance in new areas. This program, supported by Global Fund, is a multi-state program focused on the Southeast region and Northeast region of Myanmar, partnering with and serving primarily ethnic minority populations in hard-to-reach localities.

Primary Purpose of the Position

The Monitoring, Evaluation, Accountability, and Learning Assistant (MEAL-A) ensures project decision-makers and stakeholders have timely access to accurate data and valuable information on projects at the State/Region and Township levels. Additionally, the MEAL-A will play a crucial role in facilitating technical support and training for project staff and village volunteers.

Essential Duties and Responsibilities

- Conduct data entry in project databases, both offline and online, adhering to donor requirements and the National Programs of the Ministry of Health, Myanmar.
- Oversee data collection, consolidation, analysis, and reporting at Township and service delivery point levels and provide constructive feedback.
- Prepare and submit monthly, quarterly, and ad-hoc data/reports to State/Region and Township Health Departments/VBDC.
- Analyze project data, monitor Target vs. Achievement, and provide necessary inputs to field office program focal staff for better program achievement.
- Conduct on-site or remote supportive supervision of field staff and service delivery points to monitor performance and perform routine data quality assessments (RDQA).
- Serve as a focal person and oversee the training, implementation, and troubleshooting of Malaria Case-based Reporting and Surveillance (MCBRS) activity in the field.
- Analyze reported data on the MCBRS DHIS2 Server, prepare MCBRS-related reports, and provide feedback to field staff and ICMVs.
- Assist MEAL-O with project data visualization using appropriate GIS mapping and data visualization tools/apps.
- Serve as a secretariat for training, meetings, and events conducted or facilitated by the field office at the State/Region/Township and Community levels.
- Maximize the utilization of visualized project/s data by field office staff and all stakeholders through regular communication and necessary orientation sessions.
- Ensure field office data security, data backup, and document retention practices align with international humanitarian standards and donor requirements.

Education, Technical Skills, and Knowledge Required

- A professional degree in the relevant field.
- 1-3 years of M&E experience, including systems design, administration, and reporting.
- Experience in communicable diseases control projects such as malaria, TB, and COVID-19.
- IT Literacy: Microsoft 365 including Word, Excel, PowerPoint, Outlook, and SharePoint.
- Data Analysis and Visualization: Intermediate user of Microsoft Excel and PowerBI.
- GIS Mapping: Intermediate user of Google Maps, Google Earth, QGIS and/or ArcGIS.
- English (CEFR Level): Independent User

PSEA Clause for Job Advertisements

Alight/ARC has a zero-tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff must adhere to the Code of Conduct, which enshrines the principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with and adherence to the Code of Conduct is an

essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

Diversity

ARC is committed to gender equity and ethnic and racial diversity in programs and organizational policy. ARC's employment policy provides for the equality of opportunity, regardless of race, color, sex, age, religion, national origin, citizenship status, physical or mental disability, or past, present, or future service in the uniformed services. ARC will not violate any applicable law by showing partiality or granting any specific favors to any employees or group of employees.

Submission of Application:

Interested candidates are required to submit a cover letter, a CV/Resume, and details of at least two referees via E-mail to MMJobs@wearealight.org latest on **4-Jul-2025 (4:00 PM)**.

Please mention the position title clearly in the subject line of the applications by E-mail.

Only shortlisted candidates will be contacted. Reference & background checks will be performed for successful candidates.