



မြန်မာလူမှုဖွံ့ဖြိုးမြှင့်တင်ရေးအဖွဲ့

Myanmar Enhancement to Empower Tribal – MEET

No. 453, Taw win street, 7<sup>th</sup> Ward, ShwePyiThar Township, Yangon

Contact: 95-09-426-060-275

#### VACANCY ANNOUNCEMENT

Job Title	<b>MEAL Assistant</b>
Number of Positions	1
Employment status	Contract
Project Duration	6 months
Location	Rakhine
Travel	Travel as necessary
Reports to	MEAL Manager/ Project Coordinator
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.

### Key Responsibilities

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

### Data management and reporting

- Assist in developing and implementing monitoring and evaluation frameworks, systems, and tools to measure Project performance and impact.
- Collaborate with the program team to ensure activity data is collected timely and accurate manner and qualitative.
- Reporting to the MEAL Manager for timely and quality data to monitor and evaluate the progress of the Response Program.
- Maintain a systematic filing system for all hard/ scanned copies related to the designated program, according to confidentiality procedures.
- Routinely verify MEAL reports and data archives against data collection records and take the necessary steps in the Project Area.
- Must always review and monitor the data processing tool and technique of the survey and assessment to ensure the quality of the report.
- Prepare and present clear and concise reports to the MEAL Manager, highlighting key findings, progress, and recommendations.
- Compiled bi-weekly and monthly MEAL reports of the updated project results and sent to the MEAL Manager and Project Coordinator.
- Facilitate participatory learning and reflection sessions with staff and stakeholders to enhance program effectiveness.

### Data collection, evaluations, assessments



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- Identify and document success stories and case studies highlighting the extraordinary aspects of the project.
- Regularly update monthly monitoring data, data entry, and data analysis, and give feedback to the project team.
- Assist in designing data collection tools, methodologies, and systems to gather relevant qualitative and quantitative data.

### Monitoring visits

- Assist in providing training and support to staff on monitoring and evaluation techniques, tools, and best practices.
- Conduct regular monitoring visits to project sites to assess progress, identify challenges, and provide technical support to field teams.
- Conduct project monitoring activities, ensuring high-quality data is collected through relevant tools and methods.

### Skills and Requirements

- ❖ University Graduate or Professional Certificate/Diploma in a related field
- ❖ Minimum of 2 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](mailto:thanthanhmwe631@gmail.com) and c/c at [meet.tribal@gmail.com](mailto:meet.tribal@gmail.com), mentioning the subject line “MEAL Assistant” 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.**