



**Monitoring Evaluation Accountability and Learning Officer**

**Date: 9<sup>th</sup> May 2024**

We are currently recruiting **MEAL Officer**, directly reporting to Senior Monitoring Evaluation Accountability and Learning Officer.

**This is a Lashio based position in Northern Shan State**, under funded from BHA.

At Relief International, we are committed to building a representative, inclusive and authentic workplace. We strongly encourage applications from candidates from minoritized backgrounds those who bring lived experience of the contexts in which we work.

We are proud to be a global recruiter, hiring people from around the world. We offer competitive salaries and benefit packages for all staff, that are applied fairly and transparently. This means we are unable to advertise the salary as it is dependent on the local job market of the staff member, we will inform shortlisted candidates of the salary range as part of the selection process.

#### **About Relief International**

Relief International (RI) works in 15 countries globally to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises, and chronic poverty.

#### **Job Profile**

Manage and support for smoothly MEAL tasks at the field level under supervision of Northern Shan Program Manager and Senior MEAL Officer.

Accountable for field MEAL data, related monthly report to direct supervisor.

Communication with program staffs to prepare MEAL data, forms and formats with the guidance of Senior MEAL Officer and NSS Program Manager.

With technical support from MEAL Manager and Senior MEAL Officer, provide technical support to the staffs, CBOs, CSOs and sub-grant partner organization.

Accountable for CFRM mechanism work closely with program team to be able to get feedbacks of the beneficiaries and for taking fully accountability to the beneficiaries and to get program impacts and achievements result.

Support to NSS program Manager, in preparing program reports regarding especially program achievement data.

**Your responsibilities will be:**

#### **Development of MEL framework and reporting tools**

- Serve as focal point in coordination and collaboration for Senior MEAL Officer regarding MEL matters of the project
- Develop project monitoring framework for the project and coordinate population of data, establish timelines for reporting, responsibility for data collection, data analysis and project learning meetings
- Contribute to creating forms and formats for project activities against pre-defined indicators and log-frame through close coordination with project team

### **Data collection, analysis and reporting**

- Manage data flow from project staff for project monitoring and quality assurance.
- Ensure project indicator frameworks are completed and up-to-date and shared with program staff and Senior MEAL Officer.
- Responsible for organizing the project activities data and make ensure that MEAL databases are timely updated, cleaned, aggregated and then confidentiality protected where appropriated. Ensure the quality of collected information and data in accordance with the donor compliance and usage of internal learning and programming
- Ensure the proper documentation of the project activities data and field activity reports in systematically and confidentially.
- Promote the use of data by project staff for effective planning, allocation and utilization of resources
- Under closely supervision of Senior MEAL Officer, review and analyses data from various resources such as routine data systems, project reviews, evaluations, assessments.
- Support the design, development and implementation of FGD, KIIs, post training evaluations, post distribution monitoring and relevant surveys
- Undertake regular monitoring activities to project sites for the purpose of supervising and mentoring RI staff in respect of implementation MEAL activities
- Train and coach RI project staff to build capacity and technical oversight regarding with MEAL concepts and the data collection tools and etc when needed.
- Provide partner staff with support and training to improve quality of data collection, storage and security under supervision of Senior MEAL Officer.
- Support NSS Program Manager and Senior MEAL Officer in the preparation of donor and reports as well as info graphics, maps etc. to inform project learning events.

### **Community Accountability**

- Set up systems and train project staff in Complaints and Response Mechanism
- Oversee maintenance of CRM database jointly with the NSS Program Manager and Senior MEAL Officer

### **General**

- In coordination with other field staff, liaise with Admin, Finance, and Logistics staff for organizing and planning of field trips etc.
- Share and promote values and ethics of the organization within RI, with the partners and with others
- Perform any other related tasks as instructed by the NSS Program Manager and the Senior MEAL Officer.

### **About You**

You will bring the following experience and skills.

- Substantial proven experience working in in M&E, program quality management or program development with NGO/INGO/UN especially in humanitarian context, background knowledge of health project would be an advantage; research experience; preferably experience working with CSO/ CBO; experience in writing quality monitoring reports
- University degree (BA/BSc) Economics, Business, Management or another relevant field experience
- Detail orientation; conflict sensitivity; knowledge of “Do No Harm” approach; flexibility: mutual respect to colleagues as well as to external partners,
- Demonstrated ability to effectively communicate verbally and in writing in Myanmar and English language
- Understanding of operational context in Northern Shan State should be advantage.

- MS Word, Excel and Power Point; proficiency in data analysis packages (EPI info, SPSS, etc.) an advantage
- Ability to make frequent field trips to project locations

Research shows that women and those from marginalized ethnic groups are less likely to apply to jobs, unless they meet every single requirement. If you're excited about this role, but your experience doesn't align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!

**How to apply :** To apply for this post, click on the "[link](#)" button in the job advert page and send to [hmmm@ri.org](mailto:hmmm@ri.org), quoting "**MEAL Officer-Lashio**" in the subject line. **Closing date: 23<sup>rd</sup> May 2024**

- You will be asked to upload a CV and Cover Letter.
- The cover letter should be at least one page, three references check person with current supervisor and explain why you are interested in this post with Relief International and how your skills and experience make you a good fit.

As a humanitarian organization, Relief International is committed to the safeguarding of all those we come into contact with through our work. We are committed to the core humanitarian principles regarding prevention of sexual exploitation and abuse. Relief International expects all staff and volunteers to share this commitment and uphold the values and behaviors outlined in the Code of Conduct.