Monitoring Evaluation Accountability and Learning Officer

We are currently recruiting a MEAL Officer, directly reporting to MEAL Coordinator and technical reporting to National MEAL Manager.

This is an Sittwe based position in Rakhine State.

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.

Overall Objectives

The objective of this position is to provide support for monitoring, evaluation and learning (MEL) systems of RI’s humanitarian and development programs in Rakhine. The post-holder is responsible for supporting MEL interventions throughout the project cycle for multiple projects.

The post-holder will work directly with the MEL Coordinator in Sittwe, and liaise closely with the wider MEL team.

Your responsibilities will be:

Monitoring and evaluation of humanitarian and development projects

- Together with the Regional Health Unit and MEL Manager set up MEL workplans to establish timeline, responsibility for data collection, data analysis and project learning meetings
- Establish project monitoring frameworks for RI projects in Rakhine
- In coordination with Health Program Manager/ Coordinators and MEAL officer set-up data collection tools and procedures, for data collection to deliver the following:
  - Regular program monitoring (for project activities and events)
  - Post-distribution monitoring
  - Mid-term evaluation
- Final evaluation
- Focus group discussions
- Case studies
- Key informant interviews

- Support program team and field team in data collection, using relevant open-data software where possible
- Ensure project indicator frameworks are completed and up-to-date and shared with program staff and MEL Coordinator
- Undertake regular analysis of project data with project staff to assess progress towards project objectives
- Support data quality assurance and site visits
- Assist in the preparation of MEL data for donor reports and requests from RI staff, donors, local stakeholders and other agencies
- Work closely with other RI Myanmar MEL team members to share tools and learning
- Participate in RI MEL strategy meetings and global RI MEL team initiatives
- Consolidate the health and nutrition activity data and finalize and submit to the Regional Health Unit and MEL unit on a monthly and quarterly basis

Support to program and partner staff

- Provide project and partner staff with support and training to improve quality of data collection, storage and security
- Roll-out training and orientations to project staff in new RI MEL initiatives and data collection methods

General

- Ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency, and accountability are reflected in workplace.
- Any other responsibilities may reasonably be required from time to time

About You

You will bring the following experience and skills.

- University Degree
- Substantial proven experience working in NGO/INGO/UN
- Experience working in M&E and data analysis and writing monitoring reports
- Experience working with minimal supervision
- Proficiency in MS Word, Excel, and Powerpoint
- Willingness to make frequent trips to hard to reach areas
- Ability to work under stressful conditions and work environment.
- Excellent communication skills, both written and spoken, in both Myanmar and English

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 hrmm@ri.org, quoting “MEAL Officer - Sittwe” in the subject line. Closing date: 15 March 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.