

Vacancy Announcement

Monitoring, Evaluation, Accountability, Learning (MEAL) Coordinator

(1 year contract, with possibility of extension)

Who are we?

An International NGO working on Myanmar. We work to save lives through humanitarian action, build strong and resilient communities, and fight injustice and inequality.

About the job

The MEAL Coordinator will work closely with the programme teams in coordinating MEAL activities at the project level and supporting local partners in integrating good M&E practices in their work. The role will ensure the project performance through supporting relevant data collection in a timely manner to promote accountability and learning. Establishing a MEAL system for each new project and supporting project staff and partners to understand project level MEAL requirements including all indicators, tools, timelines, roles and responsibilities for collecting data will be a key aspect of the role. The position is required to provide technical support and guidance to programme team members and provide capacity building to partner staff.

The MEAL Coordinator role is home-based with regular travel and field visits; a good internet and home working setup is, thus, required.

Key responsibilities

- Collaborate with programme teams in developing logframes and MEAL frameworks during new project design ensuring alignment with Global Results Framework where possible and appropriate.
- Develop and maintain project level MEAL system, measure achievement of project indicators and ensure new information and analysis is available.
- Keep and update accurate data records and ensure appropriate management of project documentation.
- Ensure indicators are understood by partners and staff, and required data is collected in a timely manner.
- Ensure accountability to donors and beneficiaries through effective MEAL systems which track and measure outcomes and enable quality and timely reporting.
- Provide MEAL technical support and relevant M&E trainings to local partners on good practices around monitoring and accountability to the related project/ programme implementation.
- Ensure partner organisations are meeting MEAL standards and operational in assessing partner MEAL capacity and review data quality.
- Support the organisation's annual reporting process including the reached beneficiaries by the projects in each intervention area and organization's KOIs.

Required qualifications

- Myanmar National
- Advanced degree in Social Sciences, Research Studies, Statistics, or a related field.
- A minimum of 3 years of MEAL experience in humanitarian/development programs in Myanmar
- Strong data management skills, including the use and maintenance of database
- Strong quantitative and qualitative data analysis skills
- Proven ability to develop project level MEAL systems and coordinate MEAL activities across multiple partners in complex settings.
- Experience in capacity building colleagues and local partner staff in MEAL concepts and processes
- Computer literacy especially Microsoft Excel, Word, and any of the statistical software.
- Excellent command of written and spoken English and Burmese
- Good understanding of Project Cycle Management, humanitarian, and do-no-harm principles, HRBA and Protection Mainstreaming
- Willingness to travel in Myanmar and internationally when required

We offer

We will offer the successful applicant a **12-month contract** and **this position is subject to funding availability**. We are looking for a candidate as soon as possible.

The benefit package for the position includes competitive remuneration (salary range from USD 1,051 to USD 1,278 monthly depending on education and level of experience). Other benefits and allowances include pension scheme and medical reimbursements and medical insurance.

We promote equal opportunity in terms of age, gender, disability, religion, or ethnicity and encourages all qualified and interested candidates to apply.

By applying for any job in our organization, you accept to comply with our policies for prevention of sexual abuse, exploitation, and harassment as well as child protection as per international human rights standards and Staff Code of Conduct.

Starting date: ASAP

Working hours: 40 hours per week.

Closing Date: Rolling recruitment latest by 22 May 2024

To apply, please submit your CV, cover letter and three current references to recruitmentmyanmar@proton.me.