

VACANCY ANNOUNCEMENT OF MEAL Assistant

World Concern is a US-based global disaster response and sustainable community development agency. Our mission is to transform the lives of those facing the most profound challenges of extreme poverty into lives of abundance through disaster response and sustainable development projects. Since 1995, World Concern Myanmar has been actively working in Kachin and Shan States, focusing on health, nutrition, food security, protection, clean water and sanitation, livelihood development, and environmental justice and protection.

We are seeking **motivated, efficient, experienced, and dedicated national employees** to join our passionate team at World Concern Myanmar in the following position:

Position : **MEAL Assistant**
Location : **Southern Shan (with frequent travel to affected areas)**
Reports to : **MEAL Officer**

Why Join Us?

- **Make a Difference:** Be part of a mission-driven organization that impacts lives and communities.
- **Professional Growth:** Opportunities for learning and development in a supportive environment.
- **Collaborative Culture:** Work with a team of dedicated professionals who share your passion for helping others.
- **Comprehensive Benefits:** Enjoy a competitive salary and benefits package.

Key Responsibilities:

Under the direct supervision of the MEAL Officer and the Technical Support Officer (Shan Area Offices), the MEAL Assistant will be responsible for collecting and verifying target beneficiaries and activities data monthly, in collaboration with the field team. The role includes data entry, cleaning, and analysis for reports, conducting post-distribution monitoring, and submitting data reports to the MEAL officer and Area Manager monthly. These positions will be based in Nyaung Shwe and will frequently travel to target townships in Southern Shan State.

- Participate in the project cycle management, including assessments, planning, implementation, monitoring, and evaluation.
- Develop monthly activity plans with the assistance of the MEAL Officer and Technical Support Officer, based on the quarterly plan developed by the program team, and execute all planned activities.
- Assist in the development and management of the project database, data collection tools, and formats for the field team.
- Collect and verify the monthly beneficiaries list in coordination with the field team and submit the updated data to the MEAL Officer as per the defined date.
- Register beneficiaries in the database, perform day-to-day data entry and compilation, and regularly check data quality.
- Review regular project activities data and source documents, and closely communicate with project staff to ensure quality data and timely information.
- Collect data and information in coordination with relevant staff to monitor project indicators and progress as needed.

- Maintain the project document management system properly, and keep periodic backups of data as part of the data management system in line with WCM filing guidelines and WC retention policy.
- Provide timely consolidated project data monthly, quarterly, biannually, and annually for external stakeholders and donor reports.
- Collect success stories and case studies quarterly from the field using appropriate guidelines and tools.
- Conduct post-distribution monitoring activities, and gather, and analyze community feedback and complaints as per defined procedures.
- Participate in and facilitate the project quarterly review and planning meetings, providing feedback as needed.
- Support the preparation of additional data requested by the organization, HQ, donors, and cluster coordination.
- Perform any other duties related to humanitarian response activities as assigned.

Qualifications:

- Any university degree, with at least one year of experience in a similar position.
- Willingness to travel and work in relatively challenging settings.
- Preferably able to speak the local language(s) of Southern Shan State.
- Demonstrated organizational skills and abilities (detail-oriented individuals are preferred).
- Demonstrated ability to understand and use Microsoft Office packages, especially Microsoft Excel.
- Good communication, presentation and analytical skills
- Excellent interpersonal skills, including time management, and ability to work to meet the deadline
- Possession of a motorcycle driving license and the ability to ride in mountainous areas and on unpaved paths.
- Ability to delegate and monitor the work of others and develop their skills.
- Ability to coach and encourage others.

If you are passionate about making a positive impact and meet the qualifications, we encourage you to apply for this exciting opportunity!

Application process

Interested candidates **must** fill up **World Concern's application form** and attached CV, Covering Letter to the following address or E-mail address with supporting documents.

World Concern Myanmar (Country Office)

No. 7/36J, Golden Valley 1st Street, Golden Valley Ward (I), Bahan

Township, Yangon.

Email: wcmhr@worldconcern.org

Only short-listed candidates will be **contacted** for interview.

Note: Application submitted without these details **WILL NOT** be considered.

Apply Now and be a part of something greater. Together, we can transform lives and communities.

Closing Date: 30, June 2025