



VACANCY ANNOUNCEMENT

(Number - 101)

Position Title:	MEAL Assistant
Department:	Monitoring, Evaluation , Accountability and Learning Department
Reports To:	MEAL Officer
Duty Station:	Myitkyina , Monywa and Mandalay
Number of Positions:	4 posts
Contract Type:	Fixed-Term Contract
Project Period:	Until 31 May 2027
Salary:	Competitive and based on experience and Approved MPG Scale
Expected Start Date:	21 st October, 2026

KEY DETAILS SUMMARY

Join MPG to Strengthen Community-Led Data, Accountability and Learning

Are you careful with data, committed to community service, and interested in supporting better health programs for people living with HIV and key affected communities? MPG invites motivated candidates to join our MEAL team and help turn accurate information, community feedback and field evidence into stronger program decisions.

As part of MPG's Strategic Plan 2026–2030, the MEAL Assistant role will support field teams to maintain accurate, complete, confidential and timely program data, feedback records, source documents and client follow-up information across assigned locations.

We are looking for **five motivated MEAL Assistants** who are willing to learn, pay attention to detail, communicate respectfully with field teams and clients, and contribute to accountable community-led health programming. Posts will support **Myitkyina, Monywa , Mandalay and Shan**.

This is a good opportunity for candidates who enjoy organized work, careful follow-up, teamwork and learning-by-doing, and who want to contribute to meaningful community health and accountability work.

ABOUT MPG

MPG is a nationally recognized community-led organization and one of Myanmar's largest networks of people living with HIV and key affected populations.

Established in 2005 by PLHIV, MPG has evolved from a community advocacy movement into a trusted national platform that strengthens community-led systems for health, human rights, resilience, and sustainable development.



Today, MPG works with community networks, civil society organizations, development partners, donors, and stakeholders across Myanmar to strengthen integrated health and social responses. Our work spans HIV, tuberculosis, sexual and reproductive health, mental health, social protection, humanitarian action, community resilience, health and community systems strengthening.

Guided by our Strategic Plan 2026–2030, we are committed to strengthening healthy, empowered, resilient, and sustainable communities through accountability, innovation, localization, and community leadership.

WHY JOIN MPG?

As a MEAL Assistant, you will help MPG strengthen data quality, documentation, accountability and learning by supporting routine data entry, data cleaning, verification, filing, follow-up with field teams, AAP phone surveys with clients, and RDQA preparation.

- Support accurate and timely entry, checking, cleaning and filing of routine program, service, feedback, survey and partner data.
- Communicate with field officers, township focal persons, partner data staff and volunteers to clarify missing or inconsistent records.
- Assist the MEAL Officer with source-document verification, RDQA preparation, evidence filing and corrective-action tracking.
- Conduct assigned AAP survey phone calls with clients using approved scripts, consent procedures and confidentiality safeguards.
- Maintain organized hard-copy and electronic MEAL files so that records are traceable, complete, audit-ready and useful for learning.

POSITIONS AND DUTY STATIONS

MPG is recruiting **five MEAL Assistant / MEAL Support posts**. Each post will support assigned office-level and area-level MEAL functions under the supervision of the MEAL Officer. The duty stations and data coverage areas are: **Myitkyina, Monywa, Mandalay, and Mandalay-based support for Shan.**

JOB PURPOSE

To provide assistant-level support for accurate, timely and confidential MEAL operations by entering and checking routine program data, verifying records with field teams, communicating with field officers and volunteers, conducting assigned AAP phone surveys with clients, supporting RDQA activities, and maintaining organized MEAL files and trackers.



KEY RESPONSIBILITIES

- Support routine data verification by checking reported figures against source documents, attendance sheets, service records, outreach forms and partner submissions.
- Communicate regularly with field officers, township focal persons, partner data staff and volunteers to clarify missing, incomplete or inconsistent data.
- Assist the MEAL Officer during RDQA preparation and follow-up, including tool preparation, document collection, recounting, filing evidence and updating corrective-action trackers.
- Apply confidentiality, data protection, access-control, safe storage and responsible data-sharing procedures for sensitive community and program information.

AAP Survey, Client Follow-up and Learning Support

- Conduct assigned routine AAP survey phone calls with clients using approved scripts, consent procedures and confidentiality safeguards.
- Record client feedback, satisfaction data, complaints, suggestions and follow-up status accurately in approved AAP/CFM trackers and promptly flag urgent or sensitive issues.
- Support compilation of simple summaries from verification findings, AAP calls, monitoring records, survey responses and field feedback for review by the MEAL Officer.
- Maintain organized hard-copy and electronic MEAL files so that records are complete, traceable, audit-ready and available for learning, review and reporting.

Data Quality, Coordination and Accountability Support

- Follow up with assigned field teams, volunteers and partner focal persons to resolve missing, incomplete or inconsistent data.
- Support routine quality checks of trackers, source documents, attendance sheets, service records and feedback logs.
- Maintain clear communication records and escalate unresolved data-quality, confidentiality, safeguarding or complaint issues to the MEAL Officer.
- Contribute to a respectful, accountable and learning-focused MEAL support environment.

Work Planning, Filing and Operational Support

- Support assigned MEAL activity schedules, data submission timelines, field follow-up plans and documentation trackers.
- Prepare and organize forms, templates, checklists, source-document files and supporting evidence for monitoring and RDQA activities.
- Coordinate practical arrangements for assigned data verification, AAP survey and documentation activities with the MEAL Officer and relevant field teams.
- Identify delays, missing records or operational constraints early and report them to the MEAL Officer for follow-up.

Partner, Field Team and Community Coordination

- Coordinate respectfully with field officers, township focal persons, partner staff and volunteers for assigned MEAL data and documentation follow-up.
- Support clear communication on data submission deadlines, missing information, verification requirements and feedback follow-up.
- Assist in compiling simple summaries from field feedback, AAP calls, verification findings and monitoring records for review by the MEAL Officer.



- Maintain respectful, confidential and non-discriminatory communication with clients, community members and partner focal persons.

Data, Documentation and Reporting Support

- Maintain complete and audit-ready MEAL files, including approved tools, source documents, attendance records, service records, feedback logs, AAP records and verification evidence.
- Support indicator tracking, data review, basic summaries, variance notes and evidence compilation for internal, national and donor reporting.
- Prepare accurate tables, graphs and simple data summaries when assigned by the MEAL Officer.
- Use approved systems securely and protect sensitive organizational, client and community information at all times.

REQUIRED QUALIFICATIONS

Essential

- University degree, diploma or relevant post-secondary qualification in Statistics, IT, Social Sciences, Public Health, development studies or a related field is preferred. High school completion may be considered with strong relevant data-entry, Excel, filing, survey or program-support experience.
- At least one year of relevant experience in data entry, data management, M&E support, surveys, reporting or program documentation is preferred, ideally in health, HIV, community-led or development programming.
- Proficiency in Excel, Word and Microsoft Office, with practical skills in data entry, cleaning, filing, source-document checking, survey support and tracker maintenance.
- Good Myanmar communication skills and basic English reading/writing skills.
- Strong attention to accuracy, confidentiality, consent, data protection and respectful handling of sensitive information.
- Ability to travel within the assigned area when safe, feasible and in line with MPG procedures.

Preferred

- Prior experience with health, HIV, community-led, humanitarian or development program data is an advantage.
- Experience using data collection and management tools such as KoboToolbox, ODK, DHIS2 or similar systems is an advantage.
- Experience working with community networks, partner organizations, field teams or volunteers is an advantage.
- Experience with AAP/CFM, phone-based survey follow-up, client feedback collection or data verification is preferred.
- Knowledge of local languages relevant to the assigned duty station is an advantage.

TECHNICAL EXPERIENCE

- Data entry, data cleaning, data verification and simple data analysis using Excel or approved organizational templates.
- Routine monitoring support, source-document checking, filing, tracker maintenance and indicator summary preparation.



- Phone-based survey administration, AAP/CFM recording, client feedback documentation and confidential follow-up.
- Coordination with field officers, township focal persons, partner data staff and volunteers for missing-data follow-up.
- Use of Microsoft Office applications, especially Excel, Word and Teams, for MEAL documentation and communication.

CORE COMPETENCIES

- **Technical Competencies:** data accuracy; data entry; data cleaning; source-document checking; tracker maintenance; basic Excel use; careful filing and documentation.
- **Accountability Competencies:** confidentiality; consent; respectful client communication; complaint and feedback recording; timely escalation of sensitive issues.
- **Behavioral Competencies:** attention to detail; patience in follow-up; teamwork; reliability; willingness to learn; problem solving; commitment to community-led approaches.

LANGUAGE REQUIREMENTS

- Strong written and spoken Myanmar language.
- Basic to good English reading and writing skills, including the ability to support simple data summaries, reports and documentation.
- Additional local languages relevant to implementation areas are an advantage.

WORKING CONDITIONS

- Fixed-term contract / service-based assignment, with terms governed by MPG policy, donor requirements and the final agreement.
- Duty stations/coverage areas: Kachin, Myitkyina, Monywa, Mandalay, and Mandalay-based support for Shan data coverage.
- The role may require occasional field travel, remote coordination, follow-up phone calls and work outside normal office hours when required by approved MEAL activities and operational timelines.

WHAT WE OFFER

- Competitive salary, with other terms and benefits governed by MPG policy and the final employment agreement.
- Opportunity to contribute to meaningful social impact.
- Professional development and learning opportunities.
- Exposure to major international donors and development partners.
- Supportive and inclusive working environment.
- Opportunity to contribute to organizational transformation and sustainable development.

SAFEGUARDING, DIVERSITY AND INCLUSION



MPG is committed to maintaining a respectful, safe, and inclusive workplace where diversity is valued and everyone is treated with dignity and fairness.

We encourage applications from qualified candidates regardless of race, ethnicity, religion, disability, age, gender identity, sexual orientation, marital status, or other protected characteristics.

Women, people living with HIV, persons with disabilities, members of key populations, and individuals from diverse communities are strongly encouraged to apply.

MPG has zero tolerance for:

- Sexual Exploitation and Abuse (SEA)
- Sexual Harassment (SH)
- Child Abuse and Exploitation
- Gender-Based Violence (GBV)
- Fraud and Corruption

All employees must comply with MPG's safeguarding framework, Code of Conduct, and organizational policies at all times (both during work hours and outside work hours).

TERMS AND CONDITIONS

- Incomplete applications and applications received after the closing date will not be considered.
- Only shortlisted candidates will be contacted for the next stage of the selection process.
- MPG reserves the right to appoint a candidate at a lower level than the advertised level of the post.
- For internal applicants, you must complete a few mandatory courses relevant to the post in your own time, before application. Refreshers or new mandatory courses may be required during your contract. Please note that you will not receive any compensation for taking courses and refreshers. For more information, please contact HR Department.
- All MPG employees and volunteers are responsible for performing their duties in accordance with the MPG Articles of Association and MPG Policies and Instructions, as well as other relevant accountability frameworks. In addition, all personnel must demonstrate an understanding of the international humanitarian standards in a manner consistent with MPG core values and the MPG Strategic Directions.
- It is the policy of MPG to conduct background checks on all potential applicants, and recruitment in MPG will be based on the results and satisfactory references.
- MPG has the right to cancel or defer the recruitment process at any stage, including after completion of the employment contractual agreement, if it is impacted by donor funding constraints or decisions that are beyond its control.
- By applying, the job applicant acknowledges that they understand these recruitment procedures.



HOW TO APPLY

Applications will be reviewed on a rolling basis, and the vacancy will remain open until a suitable candidate is identified. Interested candidates should submit their application through the link below:

Application Form



- [Apply Here](#)

Please ensure all required information is completed. Incomplete applications may not be considered.

CONTACT INFORMATION

Myanmar Positive Group (MPG) – Head Office

No 3/16, Kantkawmyaing 1st Street, 8 Ward, Yankin Township, Yangon Region, Myanmar.

For detailed information, please contact recruitment@myanmarpositivegroup.org OR (HP + 95 9 797211100, +95 9 765662471) within Office hours (Monday to Friday).

We invite you to learn more about us and our programs at www.myanmarpositivegroup.org