

Vacancy Announcement

Monitoring, Evaluation, Accountability & Learning Manager (m/f/d)

Following the recent major earthquake affecting multiple regions in Myanmar—including Nay Pyi Taw, Sagaing, Mandalay, and Southern Shan, our organization initiated a multi-sectoral emergency response to address the urgent needs of displaced and affected populations. To ensure efficient implementation, coordination, and oversight of this response, the organization is recruiting a **MEAL Manager** to work to ensure accurate and up-to-date MEAL processes for the Emergency Response Project.

Purpose of the Position:

- 1) To ensure accurate and up-to-date MEAL processes for the Emergency Response Project, including effectiveness, and impact assessment
- 2) To provide guidance on MEAL procedures in line with organizational and donor guidelines.

Position Details:

Number of Positions	: 1 post
Department	: Program
Duty Station	: Yangon, Myanmar (Frequent travel to EQ affected areas)
Contract Duration	: 1 Year (with possibility of extension based on funding and needs)
Reports to	: Project Manager, and technical line reporting to the Country MEAL Coordinator (CMC)
Supervision	: MEAL Officer
Closing Date	: 7 th May 2025

The MEAL Manager will be responsible for the following tasks under the supervision of the Project Manager.

1. Key Responsibilities:

- Develop and implement high-quality performance-based monitoring and evaluation systems to assess project achievements for own activities and partner implementation.
- Assist in revising project planning documents and aligning them with the project log frame.
- Design and manage database/reporting systems to keep stakeholders informed about project progress and outcomes.
- Promote accountability practices within the project, ensuring transparency, participation, and feedback.

- Develop and implement a Community Feedback and Response Mechanism (CFRM) to address community concerns.
- Organize and facilitate MEAL-related training for partner organizations.
- Develop a plan for capacity strengthening in MEAL for project-related activities.
- Review and consolidate project M&E and progress reports for analysis and reporting.
- Support, coordinate and roll out project evaluations, including planning, logistics, and follow-up for external evaluations.
- Capture project learning systematically, promote organizational learning culture/practices and ensure effective feedback into the program.
- Formulate MEAL findings, lessons learned, and recommendations, and integrate them into management decisions for adaptive learning system. Share these through learning events.
- Document best practices and lessons learned and report them to the relevant stakeholders.
- Create information pieces to communicate project progress and impact effectively.
- Assist the Country MEAL Coordinator by reporting on MEAL-related activities, progress, and challenges, providing necessary updates.
- Producing Monthly, Quarterly and Yearly MEAL reports for management and donors, with proper analysis, progress tracking and recommendations.
- Plan and undertake regular field visit to the project sites and program locations with field visit reports shared after each visit.

2. Other Tasks :

- Adhere to Organization rules and regulations in all tasks and responsibilities.
- Exhibit excellent personal organizational skills, including time management and the ability to meet deadlines and work under pressure.
- Represent organization towards the local population, governmental health staff, and (I)NGOs.
- Carry out any additional tasks assigned by the Project Manager relevant to both Program and Operations.

3. Required Qualifications and Experience:

- Degree in a relevant field such as Development Studies, Social Sciences, Public Health, or a related area; or equivalent work experience.
- Minimum of 5 to 7 years of experience in the development or humanitarian sector, with specific expertise in Monitoring, Evaluation, Accountability, and Learning (MEAL), including the design and implementation of M&E systems and tools, data collection, data management, analysis, and reporting.
- Proficient in written and spoken English, with strong communication skills.
- In-depth understanding of contemporary development and humanitarian issues, particularly those related to Education, Food Security, Health, Nutrition, Protection, WASH, and livelihoods.
- Proven experience in managing databases and ensuring data integrity, with the ability to effectively utilize data management systems.
- Strong organizational skills, including time management and the ability to meet deadlines under pressure.
- Experience in conducting and coordinating evaluations, including planning, logistics, and facilitating external evaluations.
- Ability to lead training and capacity-building initiatives for staff and partners in MEAL practices.

- Familiarity with accountability practices and the development and implementation of Community Feedback and Response Mechanisms (CFRM).
- Ability to document and disseminate best practices and lessons learned effectively.
- Expertise in data collection, analysis and visualization software such as KoBo, Power BI, SPSS, etc.
- Must be a citizen of Myanmar.

4. Competencies:

- Leadership and interpersonal skills: Act as a role model and set a positive example for team members, fostering a supportive and collaborative work environment.
- Cultural sensitivity and adaptability: Experience in and understanding of working in multicultural environments, with the ability to navigate and respect diverse perspectives.
- Team-oriented approach: Collaborate effectively in planning, implementing, and evaluating work, ensuring active participation and contribution from all team members.
- Stress management and resilience: Ability to work effectively under challenging conditions, handle high workloads, and manage stress while maintaining productivity and focus.
- Excellent communication skills: Demonstrated ability in active listening, clear and positive communication, and delivering feedback effectively.
- Observation and reporting: Proficient in accurately observing, recording, and reporting data and findings, with the ability to create comprehensive data and narrative reports.
- Adaptability and initiative: Willingness to embrace change, exceed responsibilities when necessary, and proactively address challenges with a positive attitude.
- Proactive and problem-solving mindset: Take initiative, anticipate needs, and maintain a solutions-oriented approach to overcome obstacles and achieve objectives.
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Safeguarding and Code of Conduct:

The MEAL Manager is expected to uphold organization policies on Safeguarding, Child Protection, Prevention of Sexual Exploitation and Abuse (PSEA), and the Humanitarian Code of Conduct, ensuring a safe and respectful work environment for staff and affected communities.

How to Apply: If you are interested in this position, please submit your comprehensive application (CV, cover letter, copies of educational certificates, and three professional references) to hrrecruitmentss2025@gmail.com with the subject line “**MEAL Manager**, Yangon, Country Office.”