

Vacancy Announcement

Monitoring, Evaluation, Accountability & Learning Officer (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 Officer** 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	: Mandalay, Myanmar (Frequent travel to EQ affected areas)
Contract Duration	: 1 Year (with possibility of extension based on funding and needs)
Reports to	: MEAL Manager
Supervision	: N/A
Closing Date	: 7 th May 2025

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

1. Key Responsibilities:

- Support monitoring activities, communicate information, gather data from the field and follow-up on activities to get feedback on the quality and relevance of the assistance.
- Analyse data and write reports.
- Capture and document lessons learned.
- Enhance collaboration with programme teams to understand better the context and activities.

2. Monitoring and Evaluation

- Regularly undertake field monitoring visits to collect and document information on implementation progress and success of all programs.
- Coordinate baseline and endline as well as other surveys like post distribution to ensure proper documentation of findings and recommendations.
- Support programs in conducting participatory monitoring activities using a varied suite of tools that will ensure that implementation results are captured.
- Support the development of appropriate monitoring tools and methodologies to ensure qualitative and quantitative data is included in reports.
- Maintain and update program indicator performance trackers to monitor progress effectively.
- Ensure timely reporting on monitoring activities in alignment with work plans and project timelines.
- Compile success stories and case studies from the field following established guidelines.
- Ensure data accuracy through precise data collection, entry, and analysis for high-quality quantitative and qualitative results.
- Provide regular verbal and written feedback on field observations and monitoring findings to relevant program staff.
- Conduct regular training and capacity-building sessions for program staff on tools and methodologies.

3. Accountability

- Identify and document appropriate accountability mechanisms for program adoption.
- Actively participate in the implementation of organization's Community Feedback Response Mechanism (CFRM).

4. Learning and Project Quality

- Support MEAL Manager in the conduct of lessons learned workshop, as well as internal activity valuation.
- Support program team in capturing and documenting lessons learned and best practices.
- Contribute to organizational learning by supporting specific analysis, lessons learned, reports, and events.

5. Capacity Building

- Provide capacity-building training and support to sector and field staff to enhance field monitoring and other MEAL-related needs.
- Participate in the induction of MEAL processes for relevant program and support staff.

6. Required Qualifications and Experience:

- University degree in relevant field (development or social research preferably with a focus on monitoring and evaluation as well as compliance issues) or equivalent professional qualification
- Minimum 3 years of relevant work experience – preferably in social work, community development, non-governmental organizations, or civil society.
- Experience working with NGOs and/or the humanitarian sector, and use of data collection tools.
- Knowledge/experience with Monitoring & Evaluation specifically, information management or accountability
- Excellent skill in MS Word, Excel, and PowerPoint
- Basic knowledge of data analysis practices and tools
- English proficiency including good analytical and report writing skills.

- Fluency in local language
- Must be a citizen of Myanmar.

7. Competency profile:

- Ability to work closely with a diverse team of individuals in a highly intense and fluid work environment.
- Capacity to spark innovative approaches to MEAL and to inspire groups to collaborate closely.
- Ability to manage ambiguity, frustration and stress in self and others
- Desire and ability to learn and grow, both personally and professionally.
- Demonstrated attention to detail, ability to follow procedures, meet deadlines and work independently and cooperatively with team members is required

Safeguarding and Code of Conduct:

The MEAL Officer 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 Officer**, Yangon, Country Office.”