



## JOB VACANCY

SOLIDARITES INTERNATIONAL launches the **external recruitment** of a

BASE	Central Myanmar
POSITION	MEAL Activity Manager (Earthquake Response)

### PRESENTATION OF THE ORGANIZATION

**SOLIDARITES INTERNATIONAL (SI)** is an international humanitarian NGO which, for more than 40 years, has been providing assistance to populations affected by armed conflicts and natural disasters by meeting their vital needs for food, water and shelter. Particularly involved in the fight against diseases linked to unsafe water, the first cause of death in the world, SI's interventions provide expertise in the field of access to drinking water, sanitation and hygiene promotion, but also in the essential area of food security and livelihoods. Present in around twenty countries, SI's teams - 2000 people in total made up of expatriates, national staff, permanent staff at headquarters, and a few volunteers - work with professionalism and commitment while respecting cultures.

Solidarités International (SI) is determined to prevent and fight all type of abuse – all act of exploitation, abuse and/or sexual harassment (SEAH) against members of beneficiary communities or collaborators, fraud, corruption, violation of persons and/or property, funding of activities harmful to human rights – that could be perpetrated in the frame of its interventions. SI implements a zero-tolerance policy regarding acts of SEAH.

Solidarités International is an equitable employer committed to fight all forms of discrimination. SI will never ask for any remuneration to take part in a recruitment process.

### **ABOUT MYANMAR MISSION**

Solidarités International (SI) is operating in Myanmar since May 2008. SI's current programs in Myanmar include:

- Provision of life-saving and humanitarian assistance to families affected by violence in Rakhine State. This program is currently implemented in IDP camps, host and surroundings communities in Sittwe, and Pauktaw Townships.
- Emergency response to conflict-affected populations in Kachin State through improved access to water, sanitation and hygiene as well as food security and livelihood activities.

**Position:** MEAL Activity Manager

Desired Start date: June 2025  
 Contract duration: 6 months  
 Probation Period: 3 months  
 Location: Central Myanmar

### MISSION / OBJECTIVES

The MEAL Activity Manager ensures the Accountability to Affected Population strategy for SI activities in the project area. He/she will provide full support to the Program teams, including partners, on monitoring activities and ensure that SOLIDARITES INTERNATIONAL recommendations and procedures are followed. He/she ensures all data analysis related to activities under the supervision of his/her line manager. He/she is in charge of all data monitoring reports requested by his/her line manager.

**DESCRIPTION OF THE POSITION**

Under the direction and supervision of the Field Coordinator/ Deputy FC Program, the main tasks to be implemented are:

**SUPERVISE PROGRAM ACTIVITIES MONITORING**

- Perform regular field visits on SI interventions sites and SI partners sites
- Under the supervision of Field Coordinator/ Deputy FC Program contribute to the development of monitoring plans and tools for all program activities
- Centralize and organize data collection for activities and outputs such as defined in the monitoring plans
- Ensure that all data collected are transmitted to the data clerks.
- Ensure the integrity of the database by crosschecking regularly with data clerks
- Keep monitoring tools and files archived, including partners files, at Solidarités International office accessible to the program teams and updated on a regular basis.
- Being the focal point for the implementation of relevant surveys, studies, assessment and evaluation (PDM, KAP...)
- Under the supervision of the Field Coordinator/ Deputy FC Program, participate in the consolidation and the analysis of the monitoring data (including identification of useful recommendations and lessons learnt)
- Prepare and implement training related to new monitoring and accountability mechanism related tools for the MEAL team under his supervision and for the Construction and Community Engagement team
- Ensures indicators are entered in the relevant systems on a regular basis (Activity Info, APUIC...).
- Prepare graphics and thematic maps of the SI activities based on the needs (functionality of infrastructures, solar lighting mapping, livelihoods support etc.)
- Prepare M&E plans along with Program Managers

**PARTICIPATE TO ACCOUNTABILITY STRATEGY TOWARD BENEFICIARIES**

- Participate in the designing and implementation of the accountability strategy such as defined and led by FC/ Deputy FC Program
- Being a focal point for MEAL and ensure that Complaint Response Mechanisms are accessible to all stakeholders and Communication with communities – CWC is properly implemented throughout the program cycle
- Making sure that community feedback are registered into the adapted database and support those complaints/ feedback responses are carried out timely

**REPORTING/COMMUNICATION**

- Report to Program Managers information related to his/her activities
- Report to Program Managers and Field Coordinator/ Deputy FC Program Complaints and Response Mechanism weekly findings
- Report to the Field Coordinator/ Deputy FC Program information related to security context or any event that may affect SI activities and security
- Provide weekly written reports to the Field Coordinator/ Deputy FC Program about his/ her activities
- Support Program Managers reporting according to monitoring plan
- Support Program Managers to draft monitoring reports (KAP, baseline, end-line) to be used as donor reporting annexes
- Open and maintain a communication channel with Coordination MEAL responsible for reporting, technical support, training etc.
- Participate to weekly team meetings and to any extra meeting organized by SI management team
- Supervise regular workshops and meetings with program teams to disseminate analysis of monitoring outputs
- Listen to the populations and local participants in the field and report to his/her manager any non-technical or safety-related issues which could affect the activities or safety of Solidarités International teams
- Participate and facilitate project learning review workshops

**REPRESENTATION**

- Represent Solidarités International in the frame of MEAL activities or upon the request of the Field Coordinator
- Participate to reinforce understanding of SI mandate, principles and modus operandi by the program beneficiaries. Participate and/or represent SI in the discussion process with communities' representatives

**LOGISTICS AND ADMINISTRATIVE PROCEDURES OF SOLIDARITES INTERNATIONAL**

- Anticipate and communicate his/her logistics needs (transports, material...) to his/her line manager
- Communicate cash needs for daily workers used for monitoring activities to line manager if necessary

**TEAM MANAGEMENT**

- Manage and support the team under his/her responsibility
- Recruit the national technical staff for his/her activities
- With the HR department and line manager, define the prerequisites for the vacant positions and, if necessary, adapt the referent job profile.
- Welcome and brief new employees or volunteers working under his/her responsibility
- Implement training activities in accordance with operational requirements and the identified training needs.
- Evaluate the performance of the members of his/her team(s)
- Identify team members' potential for advancement and communicate this information to the program manager
- Make sure his/her team(s) follow the safety rules

**ORG CHART POSITION (reporting and functional relationships)**

Line manager: Field Coordinator/ Deputy FC Program

Functional manager: MEAL Manager

**PROFILE FORSAKEN****Studies:**

- Bachelor's degree in related field/social sciences or equivalent. Masters' Degree will be an added advantage.

**Experience:**

- At least 3 years' experience in a similar position with similar activities (WASH, FSL, SHELTER, PROTECTION).
- Experience planning and supervising monitoring activities including Post Distribution Monitoring (PDM), KAP surveys etc. Experience in emergency response a plus.

**Technical Skills:**

- Data analysis and report writing skills with demonstrated experience are required.
- Good knowledge of Kobo Collect or similar applications (Survey CTO), and excellent knowledge of Excel and Microsoft Office software required.
- Good knowledge of MEAL tool development including relating to Complaint, Feedback and Response Mechanism
- Rigorous, organized and detail-oriented
- Good communication and interpersonal skills as well as capacity building skills
- Able to manage stress and important workload

**Transversal Skills:**

- Good communication and interpersonal skills
- capacity building skills
- Team player
- GIS/map design

**Language :**

- Full professional proficiency in English and Myanmar

**IT:**

- Good command of Excel, Word, PowerPoint, Outlook and Teams

**SI WILL OFFER YOU**

**Salary:** 900 USD

**Social benefits:** SI Medical coverage, 12 days of Annual leaves, Public Holidays per year, yearly ended bonus.

Thank to send your application with a resume, cover letter, copy of diplomas, and work certificate, to SOLIDARITES INTERNATIONAL office at No. 69 (A), Kanbawza Street, Golden Valley, Bahan Township, Yangon, Myanmar. or by email to [mya.recruitment@solidarites-myanmar.org](mailto:mya.recruitment@solidarites-myanmar.org)

**Deadline for submitting applications: 16th May 2025 (5:00 pm)**

Important to be considered, the position you want to apply for has to be specified on the envelope or as the subject of your e-mail.

Solidarites International reserves the right to select a candidate and finalize the recruitment before the final date.

**Only short-listed candidates will be notified.**

**Solidarites International has a zero-tolerance policy on any kind of abuse, exploitation and fraud. Solidarites International expects full commitment of its employees with SI Charter, Code of Conduct including PSEA policy.**