



CFN; Child Development Association is a registered local non-governmental organization (NGO), operating as a non-sectarian and non-profit entity. Established in 2003 by national child protection specialists from leading international organizations-including Save the Children, World Vision, and the Burnet Institute-the association has since evolved into a fully institutionalized entity committed to policy compliance and best practices in professionalism. The organization's core workforce comprises highly qualified professionals, including postgraduate diploma holders in social work and development studies as well as specialists in child rights governance, child protection, social work education and rights-based approaches. This expert team ensures that CFN's interventions are grounded in evidence-based methodologies and aligned with international standards in child welfare and development.

We are currently inviting motivated and talented individuals to apply for **MEAL Officer** Position based in Mandalay.

ROLE PROFILE

TITLE; MEAL officer	
Number of Position	: 1
Location	: Mandalay (Chanmyathazi, Patheingyi , Pyigyitagon)
Contract Length	: Short Term Contract (Reapply the position according to staff policy)
Child Safeguarding	: Level (3) A basic criminal record background check is required
SCOPE OF ROLE	
Supervision	: Project Manager & Steering Committee (Policy)
Report to	: Project Manager & Steering Committee (Policy)
Direct reports	: Nil (input form project staff)
Field Ratio	: 30 %
Office Ratio	: 70 %
Financial Approval	: No financial approval
Closing Date	: 7-June-2025 (As Soon As Possible_ Job in Interview)

Salary Range : 8 to 10 Lakh (Salary roughly based on Competency)

1) Specific Responsibilities

- Enabling the data environment through effective collaboration with the IT/Digital function.
- Staying up to date with trends in the data science field so that you can make good recommendations on the best ways to gather, store, clearing, analysis, and visualize data in creative ways that align with CFN principle and value.
- Proactively seeking and suggesting how CFN can improve data management system and communication with data.
- Supporting project team to develop survey design and assessment to produce high quality result.
- Reviewing data process tool and technic of the survey and assessment to ensure the quality report.
- Provide technical guidance and assistance on MEAL related issues to all staff.
- Conduct on job orientation and coaching sessions on MEAL related issues for newly recruited staff.
- Compile monthl, quarterly and yearly MEAL reports of the project site operation and send to governance body of the CFN.
- Actively involved in gathering information and provide feedback to people using the CFRM using the daily complains to effective and efficiency response.
- Maintain and upgrade the MEAL software and template, format.
- Represent the organization in coordination with donor agency and corporate partner on MEAL related issues of the Project.
- Assist in the design and implementation of a monitoring and evaluation system that measures the effectiveness of project initiatives, project implementation, and project strengthening.
- To support program staff when they prepare data summaries for reports and presentations such as quarterly, mid-term, and annual reviews and meetings.
- Regularly update monthly monitoring data, data entry, data analysis, and giving feedback to the project team.
- To compile, check, ensure, and produce monthly, quarterly, and annual reports to donors,
- Identify and document success stories and case studies on extraordinary facets of the project.
- To ensure quality report writing and story development.
- Analysis and discuss findings based on regular monitoring data.
- Technical support was given to the program team to ensure qualified data and information.
- This position is based in Mandalay you will need to travel to the field.
- Making formula linking for activities collecting data for activities of project

2) Qualification & Experience:

- Experience from working as a MEAL officer in a humanitarian/recovery context.
- Minimum 3 years of proven experience in Monitoring, and Evaluation and preferable to the

advance Excel for Data tracking tool and format.

- Any Bachelor's degree recognized by the Ministry of Education
- High quality data visualizations' and clean data sets to support the project manager and project teams.
- Experience in monitoring and evaluation of technical tools and method.
- Data skills training and coaching to empower team members and foster a data-driven culture across the organization.
- Collected Data, analyst and interpreting skills are strong experience and knowledge with Do No Harm and conflict sensitivity approaches.
- Demonstrated understanding of the humanitarian emergency operating context including Sphere, the humanitarian system, security, and field-level project activities.
- Strong team-building and develop MEAL system.
- Understanding of child development and child protection, livelihood, GBV, Trafficking , MHPSS and Social protection methodology and practices
- Understanding of Project Cycle management and strong knowledge and planning, monitoring, and evaluating programs
- Understanding of participatory methodologies and localization approach and CSOs strengthening.
- Good negotiating skills and planning and monitoring, coaching, mentoring, training, and facilitation skills
- Demonstrate a high degree of professionalism and integrity

Zero Tolerance Policies

- Fraud Policy
- Child Safeguarding Policy

Safeguarding Our Staff

The post holder is required to carry out the duties in accordant with the Anti-harassment policy and PSEAH policy of CFN.

CFN is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender.

Applications in English: Please send: (1) a cover letter indicating your motivation **AND** salary expectation(minimum and maximum): (2) a current resume (CV) with contact information of three professional references (your two former work supervisors and one of HR Manager) to the Staff Recruitment Board. Please indicate in the subject box the position you are applying for and send it to both cfnhrteam@gmail.com by 5:00 pm on: **7-June-2025**. Only shortlisted candidates will be contacted.

Organizational Information

Contact Phone	- 09 757 794 860
E-Mail	- cfnhrteam@gmail.com
Facebook Page	- CFN;Child Development Association

