



စိမ်းလန်းဘဝလူမှုဖွံ့ဖြိုးမှုအဖွဲ့

Green Life Alliance for Development (GLAD)

အမှတ်(၁၅၂)။ နံ့သာကုန်းလမ်း၊ နံ့သာကုန်းရပ်ကွက်၊ အင်းစိန်မြို့နယ်၊ ရန်ကုန်တိုင်း။

## Vacancy announcement

### Position summary

Position title; : MEAL Officer

Reporting : MEAL Manager

Vacancy No : No.08/2025\_GLAD

Duty Station : Mandalay with 50% travel to Sagaing & Naypyitaw

Number of positions : 1

Duration : Project Based Contract

Application Deadline : May 14, 2025

GLAD is a national NGO in Yangon. GLAD was established in 2016 as a volunteer organization working on environmental conservation and sustainable community development. It started with empowerment programs in communities to create awareness on natural resource management, environmental conservation and sustainable development. Funds were raised through donations. GLAD has worked on community development program and recovery operations with regard to the environment. When needed, in collaboration with stakeholders and its partners, emergency response was given to an affected community and support of IDPs also arranged across the country.

### Role & Responsibilities

**MEAL Officers (S/he)** under the direct supervision of MEAL Manager will be is the key frontline MEAL staff communicating with partner MEAL focal and Program team for ensuring MEAL functions. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.

### 1. Monitoring

- Develop, implement, and update the MEAL framework and tools for the earthquake response program in line with program objectives and donor requirements.



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- Design and maintain monitoring systems to track the progress of activities, outputs, and outcomes.
- Conduct regular field visits to monitor the implementation of program activities and ensure adherence to quality standards.
- Coordinate and support the collection of real-time data on program activities, ensuring data accuracy, consistency, and completeness.
- Organize and supervise data collection (e.g., surveys, focus groups, interviews) from beneficiaries and stakeholders to monitor the program's impact. With the support of Program staff, compile and provide required data for reporting
- Contribute to Total Reach annual planning and reporting processes
- Use process level quality to undertake field monitoring visits, focusing on program quality aspects, discuss with relevant staff and share reports with relevant colleagues
- Work with the program team to develop data collection tools and ensure data collection forms/necessary materials are present at township
- Work with program team to regularly collect data related to project level indicators
- Follow up on M&E Plan or Monthly Indicator Performance Tracking Tool
- Conduct follow-up monitoring visits to support implementation of action plans
- Maintain database for total reach, both direct and indirect by disaggregating data by gender, age, ethnicity and disability.

## 2. Evaluation

- Lead or coordinate baseline, mid-term, and end-line evaluations of the earthquake response program.
- Conduct data analysis and synthesis of evaluation results, preparing comprehensive reports with actionable recommendations.
- Support external evaluators in the design, execution, and reporting of evaluations.
- Ensure evaluations are conducted in compliance with ethical guidelines and the principles of impartiality, transparency, and accountability.
- Work closely with the program team and Project Manager to support internal and external program/project evaluations, baseline and end-line assessments and final evaluations
- Close working with Field officer for project implementation
- Support program team in development and management of databases system
- Supports recommendation and lessons learned from monitoring processes
- Support training for project staff on MEAL and data collection tools reported data.



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### 3. Accountability & Learning and Knowledge Management:

- Develop and implement mechanisms for accountability, ensuring that beneficiaries' voices are heard, and feedback is systematically collected.
- Facilitate the establishment of feedback and complaints mechanisms (e.g., hotlines, suggestion boxes, community meetings) to address concerns from earthquake-affected communities.
- Ensure that feedback from beneficiaries is collected, tracked, and responded to in a timely and transparent manner.
- Promote the integration of accountability and transparency in all program activities to enhance trust and program ownership among affected communities.
- Assist Project Staff to set up and make functional the accountability system in projects by sensitizing communities and partner organizations
- Make sure the Accountability system functions as per standard procedure.
- To input CFM data for all types of complaints in the CFM database for verification of partner reported and share with accountability focal point person monthly basis.

### 4. Capacity Building:

- Provide training and capacity-building support to program staff, local partners, and volunteers on MEAL principles, tools, and methods.
- Conduct regular refresher sessions on data collection methodologies, ethical considerations, and data analysis techniques for the team.
- Assist in strengthening MEAL systems within local partner organizations involved in the earthquake response.

### 5. Data Management and Reporting:

- Ensure accurate data management, ensuring that all MEAL-related data is securely stored, easily accessible, and up to date.
- Prepare periodic internal and donor reports on program performance, highlighting key findings and lessons learned.
- Use data to develop and maintain performance indicators, including data visualization tools (e.g., dashboards), to communicate program progress and impact.
- Support the MEAL Manager and program teams in reporting against key performance indicators (KPIs) and targets.
- Assist Program Manager and MEAL Manager in report and preparation in coordination.

❖ Related any tasks from direct supervisor for urgent need.



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### **Qualitification & Requirements;**

- ✓ A bachelor degree in Social Sciences, Development Studies, International Relations, or a related field.
- ✓ At least 3 years of professional experience in Monitoring, Evaluation, Accountability, and Learning (MEAL), preferably in emergency or disaster response contexts.
- ✓ Strong background in data collection and analysis, including qualitative and quantitative methods.
- ✓ Experience in designing and implementing accountability and feedback mechanisms in humanitarian or development settings.

### **Technical Skills:**

- ✓ Proficiency in data collection software (e.g., KoboToolbox, ODK) and data analysis tools (e.g., Excel, SPSS, Stata).
- ✓ Experience with developing monitoring and evaluation plans, including designing performance indicators and measurement frameworks.
- ✓ Strong knowledge of humanitarian standards and frameworks (e.g., Sphere Standards, Core Humanitarian Standards, IASC).

### **Soft Skills:**

- ✓ Excellent communication and interpersonal skills, including the ability to engage effectively with diverse stakeholders, including affected populations, donors, and partners.
- ✓ Ability to work independently with minimal supervision, managing multiple tasks and priorities under tight deadlines.
- ✓ Strong problem-solving skills and attention to detail.

### **Desirable Skills, Attributes & Behavioral Expectations**

- ✓ Experience working in post-disaster recovery or earthquake relief operations is a plus.
- ✓ Familiarity with Geographic Information Systems (GIS) for mapping and monitoring disaster response activities.
- ✓ Knowledge of humanitarian principles, standards, and quality assurance in emergency response programs.
- ✓ Capacity to train staff and partners on MEAL-related topics.
- ✓ Committed to GLAD's vision, mission and values
- ✓ Model the behaviors that reflect commitment to initiating and satisfactorily completing all tasks within agreed expectations.
- ✓ Committed to learn, open to change and new things.



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- ✓ Demonstrate initiative, creativity and self-motivation.
- ✓ Model the behavior there is considered to be honest, scrupulous and loyal to the organization.
- ✓ Model the behavior that is sensitive to local conditions and culture and the expectations of local leaders, including specifically gender and children at risk.

### Working Conditions

- ✓ The position requires frequent travel to earthquake-affected areas, often in challenging and remote environments.
- ✓ Candidates must be flexible and willing to work under difficult conditions, including in areas with limited resources and infrastructure.
- ✓ Some extended hours, weekend work, and availability during emergencies may be required, depending on program needs.
- ✓ Ability to work in a multicultural and multi-disciplinary team, with respect for diversity and cultural sensitivities.
- ✓ This position may require work in a physically challenging and potentially hazardous environment. If the position requires travel and works GLAD targeted villages, this will involve travel, perhaps including night stop, long walk in and around the remote area.

*Please submit your motivated application form, updated curriculum vitae, and detailed contacts of three referees to the email [khawnra@glad-mm.org](mailto:khawnra@glad-mm.org) not later than May 14, 2025. Clearly mention the "Vacancy No, Position Name & Duty Station" as the subject of the email.*

***"Only those candidates who are shortlisted will be contacted"***