



VACANCY- ANNOUNCEMENT

Department: **MEAL**
Position: **MEAL Officer**
No. of Post: **1**
Location: **Sittwe, Rakhine State**
Vacancy Posting Date: **2 May 2024**
Vacancy Closing Date: **15 May 2024**

Background on ACTED

Founded in 1993, Acted is an independent international, private, non-partisan and non-profit organization that operates according to principles of strict neutrality, political and religious impartiality, and non- discrimination. Based in Paris, France, Acted now operates in 38 countries worldwide, with 400 international and 6000 national staffs. Acted has a 280 million budget for about 450 projects per year.

As the second largest French NGO, Acted has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. Acted undertakes programs that target the most vulnerable amongst those populations that have suffered from conflict, natural disaster, or socio-economic hardship. Acted's approach also looks beyond the immediate emergency towards opportunities for longer term reconstruction and sustainable development. For more information, please visit our website at <https://www.acted.org/en/countries/myanmar/>

Acted is currently looking for one qualified person to fill the position of **MEAL Officer**.

Summary of Responsibilities

Under the supervision of the MEAL Manager, the MEAL Officer is responsible for the development and the implementation of appropriate and viable monitoring, evaluation, accountability and learning systems that are in line with the Acted's global MEAL procedures, and contributing to ensuring that Acted's projects and programs perform as planned.

1. Monitoring and Evaluation systems

1.1 Technical and Systems Development

- a) Contribute to the development and updating of the country MEAL strategy, the consolidated MEAL work plan and MEAL frameworks for all ongoing projects;
- b) Ensure that MEAL findings are reflected and their recommendations are incorporated in future concept notes, proposals and implementation plans;
- c) Implement the MEAL policies and procedures as described in the Acted MEAL standard guidelines and make sure that the tools are followed as applicable;
- d) Contribute to an effective roll-out of M&E collection and reporting systems to all staff and partners through training, site visits, manuals, and other technical support as needed.



1.2. MEAL Implementation and Management

- a) Develop the ToRs and mission plans and carry out assessments, monitoring and evaluations (baselines, mid-terms, endlines) as reflected in the ToR and mission plan;
- b) Develop and oversee the implementation of appropriate data collection and analysis instruments, methodologies (e.g. survey questionnaires, focus group discussions, key-informant interviews) and data/information dissemination/utilization plans;
- c) Closely supervise data collection activities and ensure that data collection teams are organized and resourced as needed, and that they deliver as per field mission plans and according to data quality standards;
- d) Maintain electronic and/or paper-based MIS systems for tracking and reporting all quantitative data and information including reporting on Acted's 16 global strategic program indicators;
- e) Analyze MEAL data and produce reports, factsheets with useful statistical analysis and presentation (charts, tables, histograms, box plots) as necessary in a timely manner;
- f) Measure and report on qualitative and quantitative input, process, output, outcome, impact, objective, and goal-level performance indicators for all projects;
- g) Provide data to the Project Development Team for use in preparation of reports to donors and other stakeholders, as required;
- h) Contribute to donor proposals and fundraising efforts (particularly logical-framework designs, formulation of SMART indicators and MEAL budgets) and reports;
- i) Provide MEAL related capacity building and awareness to implementing partners and other institutions supported by Acted as appropriate;
- j) Represent Acted in different forums on MEAL related issues when required.

2. Learning

- a) Contribute to proactive dissemination and use of knowledge gained through MEAL activities among Project Managers, Technical Coordinators and Project Development Manager/Officers;
- b) Contribute to organizing and facilitating learning events in order to capture best practices and lessons learnt when a project closes or as required;
- c) Document and share the lessons learnt and best practices on time and ensure that the knowledge gained contributes to the improvement of projects and influence the strategic development of future projects and activities;
- d) Support project implementation and improvement by providing timely information around project successes to be scaled up as well as challenges to allow 'course correction' throughout life of the program

3. Beneficiary Complaints and Feedback Mechanism

- a) Contributing to the implementation of the beneficiary Complaints and Feedback Mechanism (CFM) for the country mission in line with Acted standard beneficiary CFM procedures;
- b) Contribute to the proper management of the project CFM central database;
- c) Build capacity and understanding among Acted staff, partners and contractors on beneficiary accountability and CFM.

4. Other

- a) Provide regular and timely updates on progress and challenges to supervisors and other team members;
- b) Participate in MEAL related conferences and workshops when possible and stay up to date of best practices and new knowledge created in the field of MEAL;
- c) Perform any other related activities as assigned by immediate supervisor.



Required Skills

- **Knowledge and experience**
 - a. 3 years of professional experience in community-based activities ;
 - b. Extensive knowledge of monitoring and evaluation methodologies i.e. both quantitative and qualitative data collection, processing and analysis; familiar with KOBO Tool for data collection;
 - c. Professional experience of Assessment Report Writing
 - d. Excellent oral and written knowledge of English.

- **Personal qualities**
 - a. Excellent communication, sensitivity and diplomatic skills in dealing with communities, beneficiaries, local authorities and Acted/ partner organization staff;
 - b. A commitment to honesty, non-discrimination and integrity in operations;
 - c. Advance computer skill especially on excel and internet and email;
 - d. Strong analytical skills and attention to detail;
 - e. Ability to prioritize and multi-task in a high-pressure environment.

Submission of application:

Applications shall be in English and include: i) a resume of not more than 3 pages; ii) a cover letter expressing the motivation to work with an NGO and addressing each of the required qualifications with vivid examples; iii) a copy of the university degree; and iv) contact details of 3 references should be submitted to:

Acted Myanmar Sittwe Office – No.16, Pyi Htuang Su Street, (North Sanpya), Pyi Taw Thar Qtr, Sittwe.

Email : recruitment.myanmar@acted.org

The files attached to the e-mail should not exceed 2 MB.

Applications should be title “MEAL Officer - Sittwe” and be submitted no later than 15th May 2024 (by 5:00 pm). Only shortlisted candidates will be contacted.

As this position is very urgent needed, we may select the right person before the end of closing date.