



INTERNATIONAL RESCUE COMMITTEE

Vacancy Announcement-Ref No.52571-1734

(National Only)

Four Core values of IRC

Integrity

We are open, honest and trustworthy in dealing with clients, partners, co-workers, donors, funders and the communities we affect.

Accountability

We are accountable—individually and collectively—for our behaviors, actions and results.

Service

We are responsible to the people we serve and the donors who enable our service.

Equality

We strive for equal outcomes for all clients and colleagues by promoting equitable access to opportunities and services.

From Harm to Home

The **mission** of the IRC is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover and gain control of their future. www.theirc.org

Who receives IRC's services?	the most vulnerable populations
Which sectors?	Livelihoods, water & sanitation, women protection & empowerment, protection, health, social development
When began in Myanmar?	2008
What position you are applying for?	Senior MEAL Officer
Number of Opening	1
Who you report to?	Protection MEAL Manager
Where you work?	Yangon
When you start working?	Immediately
What will you get?	Basic Pay + Fringe Benefits (Health Insurance + Annual Group Life Insurance + Annual 13 th Month Pay + Gratuity + Leaves Entitlements)
When can you apply?	During 26 June 2024 to 7 July 2024
What IRC expects from you?	Zero tolerance with financial fraud, sexual harassment, sexual violence, child abuse, abuse on beneficiaries. The applicant is expected to abide by IRC's policies related to safeguarding. IRC defines safeguarding as "An umbrella term that covers both staff and client-facing protection from exploitation and abuse".

What is your Job Scope?

Job Summary:

The IRC is seeking a highly motivated and experienced Senior MEAL Officer to play a critical role in ensuring the effectiveness, efficiency, and impact of our Cash and Voucher Assistance (CVA) programs in Myanmar. The Senior MEAL officer will contribute to the development, implementation, and management of the MEAL framework for CVA interventions, contributing to evidence-based decision-making and program improvement.

Main Responsibilities

Management Information Systems (MIS):

- Oversee the ongoing use and maintenance of the digital MIS platform based on CommCare.
- Ensure data quality through rigorous data entry procedures, cleaning, and verification.
- Develop and implement strategies to improve data completeness, accuracy, and timeliness in line with donor guidelines.

- Provide timely MEAL reports to Protection MEAL Manager.
- Under the guidance of the program focal and Protection MEAL Manager, Deputy MEAL Coordinator, extract and send specific reports to other stakeholders in the State.
- Fill out and manager the monthly Program Indicator Dashboard (PID) of CVA indicator
- Perform data quality assurance reviews/visits with IRC program staff and partner staff to check and verify their data; provide technical.

Data Collection, Analysis, and Reporting:

- Lead the design and implementation of data collection tools (surveys, focus group discussions) for CVA programs.
- Conduct robust quantitative and qualitative data analysis to assess program progress, identify areas for improvement, and demonstrate program impact.
- Generate clear, concise, and informative MEAL reports tailored to different audiences (donors, program managers, beneficiaries).
- Develop compelling data visualizations to effectively communicate program findings.

Capacity Building and Learning:

- Provide training and capacity building for program staff on MEAL principles, methodologies, and tools specific to CVA interventions.
- Facilitate workshops and knowledge-sharing sessions to promote evidence-based decision-making and learning among program staff and stakeholders.
- Contribute to the development of internal knowledge management systems for capturing and sharing lessons learned from CVA programming.

Assessments and Evaluations:

- Support the conduct of rapid needs assessments and Cash feasibility studies for CVA projects.
- Lead the planning, implementation, and analysis of PDM, baseline, midline, and endline surveys for CVA programs.
- Support to market assessment and other cash related assessments based on MEAL plan.
- Conduct client satisfaction surveys and manage feedback/complaint databases.
- Identify and address monitoring and evaluation (MEAL) gaps through training, field visits, and proposing solutions to supervisors.

What should you have?

Education

- University degree in sociology, statistics, development studies, or a related field.

Experiences

- Minimum of 2-3 years of experience in an INGO/LNGO in a similar MEAL role, with a strong focus on CVA programming.
- Proven experience in designing and implementing MEAL frameworks for humanitarian or development programs.
- Strong analytical skills with proficiency in quantitative and qualitative data analysis methods.
- Excellent written and verbal communication skills in English with the ability to tailor messages to diverse audiences.
- Experience using data collection tools (CommCare) and data visualization software (e.g., Excel, Power BI).

Competencies

- Ability to work independently and as part of a team in a fast-paced environment.
- Cultural sensitivity and the ability to work effectively in diverse contexts.
- Commitment to humanitarian principles and a passion for improving the lives of vulnerable populations.

Language

- Good English language skill (oral and written).

Deadline	Application Link
5pm on Sunday, July / 7 / 2024.	https://rescue.csod.com/ux/ats/careersite/1/home/requisition/52571?c=rescue
<p><u>Notes:</u></p> <ul style="list-style-type: none">➤ IRC is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, sex, color, national origin, sexual orientation, age, marital status, veteran status or disability.➤ Candidates are required to declare in advance should there be any relative or family member currently employed in IRC. Failure to do so, he/she will be subjected to the termination of the employment contract even after successfully selected.➤ IRC regrets to inform you that only short-listed candidates will be contacted.	