



INTERNATIONAL RESCUE COMMITTEE

Vacancy Announcement-Ref No. Nil

(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?	Water & sanitation, women protection & empowerment, protection, health, social development
When began in Myanmar?	2008
What position you are applying for?	MEAL Assistant (Emergency Response)
Number of Opening	2
Who you report to?	MEAL Manager (Emergency Response)
Where you work?	Mandalay and Sagaing
When you start working?	Immediately
What will you get?	Basic Pay + Fringe Benefits (Health Insurance + Annual Group Life Insurance + Annual 13 th Month Pay + Severance + Leaves Entitlements)
When can you apply?	During 11 th April 2025 to 21 st April 2025
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?	Scope of work: The MEAL Assistant, under the direct supervision of the MEAL Manager (Emergency Response), will support the implementation of routine activity tracking, monitoring and evaluation activities for the health and WASH program in the middle and middle east of Myanmar where earthquake impacted. The MEAL Assistant will play a key role in ensuring that data collection, entry and data analysis for the project (including project activities of partners) is undertaken in a timely and efficient way, and one that allows for data to be used for program improvement and learning.

Major Responsibilities:

Data management and reporting

- Collaborate with program to ensure activity data are collected timely, and make sure those are accurate and qualitative.

- Maintain systematic filing system for all hard/ scanned copies related to the designated program, according to confidentiality procedures.
- Assist in developing and managing IRC's data management system for the program, including a program-wide electronic database.
- Assist the supervisor/manager and the program team with timely and accurate reporting.
- Assist in preparing analysis presentation during program review meetings.
- Produce information products based on project data i.e., report briefs, infographics as needed.

Data collection, evaluations, assessments

- Assist the supervisor/manager to identify data collection requirements and methods for log frame indicators and other information needs.
- Assist in preparation of outcome survey or assessment related to project activities, entry data, and assist in data translation as needed.
- Support in the development of forms and tools needed throughout the project implementation, including developing forms on Kobo and COMM Care
- Provide technical inputs in the design of data collection methodologies.

Monitoring visits and data quality assurance

- Conduct regular field visits to undertake activity monitoring (spot checks) and ensure that data flow processes followed by IRC and partner staff meet required standards.
- Provide technical assistance on partners' MEAL system strengthening and follow up support.
- Conduct quarterly data quality assurance reviews with IRC and partners.

General and others

- Coordinate with partners in data collection, data entry, data reporting, regular monitoring.
- Assist in training IRC and partner staff on data management, including data collection methods, use of software (Kobo, COMM Care), recording, analysis, reporting, and data protection and ethics.
- Support in identifying and documenting appropriate accountability mechanisms for adoption by program.
- Any other tasks assigned by supervisor according to program needs.

What should you have?

Education

- Bachelor's degree in social science or other related subjects

Experiences

- At least 2 years' experience in project database management.
- Professional working experiences with INGO/ Local NGOs – preferable.
- Having experience in survey and assessment data collection

- Experience in data management and reporting.

Competency

- Excellent on Computer Proficiency especially Microsoft Package.
- Good interpersonal organizational skills.
- Ability to work well in a team and ability to meet deadlines under pressure.
- Willingness to travel and work within project area.

Language Skills:

- Fluency in English; Burmese or local language an asset.

Deadline	Mailing Address	Email
5pm on Monday, April / 21 / 2025.	International Rescue Committee Yangon Office No. 69/54 (B4), Oak Tha Phayar Street, Kyaikkasan Quarter, Bahan Township, Yangon.	HR.IRCMyanmar@rescue.org
<u>Notes:</u> <ul style="list-style-type: none"> ➤ I Resume/Application is requested to be submitted in Microsoft Word Format. ➤ Please clearly mention the Position and Location you are applying for in the email Subject Line. ➤ 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. IRC's GEDI, Gender Equality Diversity and Inclusion policy applies to all IRC Staff. ➤ IRC practices zero-tolerance against any abusive action. IRC's Child Safeguarding and Adult Safeguarding Policy applies to all IRC staff. ➤ 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 result in the termination of the employment contract even after successfully being selected. ➤ IRC regrets to inform you that only short-listed candidates will be contacted. 		