



INTERNATIONAL RESCUE COMMITTEE

Vacancy Announcement-Ref No. 57827

(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 Manager (Emergency Response)
Number of Opening	1
Who you report to?	Deputy MEAL Coordinator
Where you work?	Mandalay
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 Manager will lead the design and implementation of a robust Monitoring, Evaluation, Accountability, and Learning (MEAL) system to support earthquake emergency response activities. The MEAL Manager is responsible to manage MEAL tasks of health/WASH, Protection shelter NFI, Women Protection and Empowerment and MPCA of both IRC direct and partner implemented activities. The role ensures timely, evidence-based decision-making, promotes accountability to affected populations, and enhances program learning and adaptation in Mandalay, Sagaing and Southern Shan. The MEAL Manager will play a key role in ensuring that data management for the project is undertaken in a timely and efficient way, and one that allows data to be used for program improvement and learning.

Major Responsibilities:

Monitoring and Evaluation

- Oversee implementation of MEAL frameworks for emergency response programs across all sectors (health/WASH, WPE, shelter NFI, cash, protection) and projects.
- Manage indicators, data collection tools, and databases with support from the central country team to track implementation data.
- Supervise field MEAL staff and coordinate regular data collection, analysis, and reporting.
- Ensure timely post-distribution monitoring (PDM), rapid assessments, and outcome tracking.

Accountability to Affected Populations (AAP)

- Work with the Accountability Manager and Accountability Assistant to establish and manage community feedback and response mechanisms (hotlines, suggestion boxes, face-to-face feedback) in the earthquake affected areas.
- Ensure complaints are recorded, responded to on time, and integrated into program adjustments.
- Train field staff and partners on accountability standards and practices.

Learning and Adaptive Management

- Lead any real-time and after-action reviews needed for the earthquake response.
- Document lessons learned, best practices, and support continuous program improvement by participation in Project Cycle Meetings and data reviews, ensuring that relevant findings are shared across sectors to promote integrated programming.
- Facilitate learning sessions and contribute to donor reporting and proposals with evidence-based findings.

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.

Capacity Building and Coordination

- Train 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.
- Represent the organization in sector-level MEAL coordination forums and cluster working groups.
- Ensure MEAL integration in emergency contingency and preparedness plans.
- Ensure that decisions made, and gaps identified at the field level are shared back to the central Yangon team (and vice-versa) in a timely manner.

What should you have?

Education

- Bachelor's or Master's in Statistics, Development Studies, Humanitarian Affairs, or related fields.

Experiences

- At least 5 years of MEAL experience in humanitarian or emergency settings. Strong knowledge of humanitarian response standards and tools (DQA, PDM, Comm-Care, Kobo, Power BI, etc.)
- Experience in emergency contexts, preferably in Southeast Asia.

Competency

- Strong analytical and data visualization skills.
- Ability to work under pressure and meet tight deadlines.
- Excellent team leadership and communication skills.
- Commitment to accountability, inclusion, and conflict sensitivity.

Language Skills:

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

Deadline	Application Link
5pm on Monday, April / 21 / 2025.	https://rescue.csod.com/ux/ats/careersite/1/home/requisition/57827?c=rescue
<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.	