



Job Vacancy Announcement

Action Contre La Faim-Myanmar

JVR202420

MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING

(MEAL) Assistant

Sittwe

6 months with possible extension

Starting Date: As soon as possible

ACTION CONTRE LA FAIM (ACF): For almost 40 years, across nearly 50 countries, we have led the global fight against hunger. We save the lives of children and work with their communities before and after the disaster strikes. We enable people to provide for themselves, see their children grow up strong, and build prosperous communities. We constantly search for more effective solutions, while sharing our knowledge and expertise with the world. We push for long-term change. We will never give up until the world is free from hunger. Since 1994, ACF-Myanmar has been assisting vulnerable populations in the Republic of the Union of Myanmar.

As an international humanitarian organization involved in emergency programs, all **ACF staff have to be available at any time in order to respond to any emergency work, should the need arise.**

All employees and representatives of Action Contre la Faim uphold and promote the highest standards of ethical and professional conduct at all times, and abide by the organization's policies, including the policies on Gender equality, Safeguarding and Protection from Sexual Exploitation and Abuse.

GENERAL ASSIGNMENT:

The Monitoring, Evaluation, Accountability and Learning Assistant will be a part of MEAL Department and will work closely with MEAL Officer who base in Sittwe under the supervision of MEAL supervisor.

TASKS & RESPONSIBILITIES

Objective 1: Provide support for regular data entry as part of monitoring and evaluation activities

- Assist the MEAL Officer to do monthly report for all program and make sure data quality with field team
- Participate to data collection and quality check at the field level and program team
- Upload data form devices (Activity Info/ KOBO), and support in data entry when needed and basic analysis
- Sensitize community, beneficiaries about feedback and complaints mechanisms and support the development of IEC material to share with target community
- Regular Field visit to the targeted area and conduct M&E activities with program team and MEAL team

Objective 2: Provide support for Data Processing, Data Management and technical support to field team

- To make ensure timely data, Data Processing and Data Management.
- Clean and check the quality and discrepancies of data on both source files, tablets and computer software after and before data has been entered
- Detect missing data or doubles entry and propose improvements by communicating program team with the support of MEAL team
- Share and communicate data analysis results and any other useful information to team members
- In collaboration with MEAL officer and MEAL supervisor to do monthly report in time.
- Experience of Using Data collection software such as (Activity Info, KoBo , ODK and other data collection tools).



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Objective 3: Participate to MEAL Activities/program meetings and be a proactive team member

- Participate to MEAL team meetings/activities/field visits and other meetings with program and/or support departments as needed
- Responsible to report on weekly basis daily activities progress
- Conduct interviews to receive feedbacks, complaints from beneficiaries and communities and report them to MEAL officer/manager
- Proposing innovative way of addressing issue encountered

Demonstrate personal commitment in promoting Gender Equality/ ACF Gender Minimum Standards and Safeguarding

- Demonstrate personal commitment in promoting Gender Equality and ACF Gender Minimum Standards within the humanitarian and/or development work.
- Promote and ensure to follow safeguarding policy within the humanitarian and/or development work

DEGREE AND SKILLS REQUIRED

- Bachelor Degree in any applied social and natural sciences, and or
- At least 1 year experience in positions directly related to Monitoring, Evaluation, Accountability and Learning (MEAL).
- Humanitarian experience in INGO is required.
- Understanding and experience handling data collection, data entry, cleaning and basic analysis;
- Proven ability to use MS office applications (Word and Excel a must), and mobile data collection tools such as Activity Info or Kobo Toolbox, and operating mobile devices;
- Proven experience handling feedback and complaints response mechanisms;
- A team-player demonstrating the ability to multi-task and work in cross-functional, fast-paced environment with the pressure of multiple deadlines;
- Ability and willingness to travel regularly to field sites and interest to work in IDP context

HOW TO APPLY

If you feel confident for this position please send your letter of application together with updated Curriculum Vitae including 2 references (references will be checked).

To:

ACF Sittwe Office: No 72, Sittwe Hotel Street, West Sanpya Quarter, Sittwe, Rakhine State.

ACF Yangon Office: No.99/F (3), U Aung Kain Street, Than Lwin Road, Bahan Township, Yangon.

Via an email: recruitment@mm-actioncontrelafaim.org

CLOSING OF APPLICATION: 3rd July 2024

- Only complete files will be considered. Do not enclose any original document with your application, as they will not be returned to you.
- Only short-listed candidates will be contacted by Action Contre la Faim.
- Women are strongly encourage to apply.