



# Job Vacancy Announcement

## Action Contre La Faim-Myanmar

### JVR202421

**MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING**

**(MEAL) Deputy Manager**

**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:**

Supervise the development and implementation of MEAL processes at Rakhine to provide support on MEAL-related activities

#### **TASKS & RESPONSIBILITIES**

##### **Objective 1: Functioning of Robust MEAL System integration Program and Partners**

- Coordination and assist to program/project team to update monthly Activity Progress Reports (ARR) for each project, respecting ACF technical requirements and the criteria stipulated by donors, including gender, inclusion and resilience aspects.
- Review partner M&E reports and provide MEAL technical assistance which are relevant with ACF criterial and donor compliance.
- Ensures that MEAL reporting and data sets are in line with ACF reporting requirements, are good quality and are compliant with reporting timelines both internally and externally.
- Supervise the preparation, planning and conduct of regular (monthly or bi-monthly) technical working group meetings (between MEAL, program and partner team).
- Support in translation (English to Myanmar) of key documents, presentation and summary reports to be shared with external stakeholders in field level.
- Assist MEAL Manager in representing ACF in state level clusters and meeting, MEAL budget estimation for current and new projects, ensuring data protection.
- Other responsibility assigned by supervisor.

##### **Objective 2: Conduct implementing of MEAL Report, Baseline and Evaluation data collection**

- Support to PMs for implementation of project need assessment at field level.
- Assist to MEAL Manager geographic inputs, document preparation, budget estimation and etc. to conduct Post Distribution Monitoring, Beneficiary Satisfaction Survey and Baseline/ End line surveys.
- Supervise field data collection training to data enumerators.
- Working closely together with MEAL Supervisor, make sure highest data quality and assist to MEAL Manager for analysis and reporting.



# Job Vacancy Announcement

## Action Contre La Faim-Myanmar

### JVR202421

#### **Objective 3: Support Information and Learning Manager for accountability and learning activities**

- Works with Accountability Officer and Information and Learning Manager to coordinate with project team to ensure documentation of lessons learnt, case studies, evaluation results on on-going/completed projects and dissemination to program teams or external stakeholders.

#### **Objective 4: Supervise and build capacity of the Rakhine MEAL teams**

- Manage MEAL Team: line management of MEAL Supervisor.
- Evaluate and assess the performance of MEAL Supervisor under his/her direct supervision and conduct regular appraisals
- Assist to MEAL Manager and Information and Learning Manager for the capacity building of MEAL staff in technical skills and understanding of the value of MEAL, especially planning and implementing MEAL activities in projects
- Support MEAL staffs with developing their capacities, i.e. to create and edit forms on software, extract and clean data sets, and analyze key project indicators and survey results
- Disseminate and provide essential orientation to staff on the base on MEAL framework and other MEAL guidelines developed by ACF
- Assist MEAL Manager in identifying training needs, develop and facilitate training sessions for the program staff at the base level: MEAL processes, data management, reporting requirements, etc.

#### **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 sciences, computer sciences, community health or other related degree
- At least 2 years' experience in Monitoring, Evaluation, Accountability and Learning (MEAL) sector, and prefer at least 1 year of experience in a management position in MEAL.
- Humanitarian experience in INGO is imperative.
- Good command of project cycle management tools (proposal, log frame, work-plan, budget, etc.)
- Good level of English is required, both spoken and written
- Strong computer knowledge demanded (Microsoft Excel and Word are mandatory and other data analysis software)
- Strong electronic data collection tools (Kobo, ODK etc.)
- Strong data visualization skill ( Pivot table, Power BI)
- Good analytical, organizational and planning skills
- Team management, training and capacity-building skills and experience
- Flexibility, adaptation, ability to meet deadlines
- Willingness and interest to work in the IDP and host community context
- Good Knowledge in statistics
- Good Knowledge of Rakhine local languages



# Job Vacancy Announcement

## Action Contre La Faim-Myanmar

### JVR202421

#### 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](mailto:recruitment@mm-actioncontrelafaim.org)

#### CLOSING OF APPLICATION: 3<sup>rd</sup> 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.