



## KARUNA MISSION SOCIAL SOLIDARITY (KMSS)

### Recruitment Announcement

Date: 29<sup>th</sup> July 2025

Ref: *KMSS/11/HR/OU-104/JUN/2025*

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**Position:** MEAL Coordinator (Social Protection Program)  
**Location:** KMSS National Office, Yangon  
**Employee Category:** Full Time (1) posts  
**Reports to:** Grant Manager  
**Length of Contract:** 1 year (possible extension)

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### KMSS BACKGROUND

Karuna Mission Social Solidarity (KMSS) is an organization aiming to serve the poor, the vulnerable and the marginalized without any form of discrimination. The organization's mission strategically pays attention to promote the integral human development, realization of sustainable development, environmental protection, humanitarian assistance and emergency.

### ROLE PURPOSE

The MEAL Coordinator, under the direct supervision of KMSS National MEAL Manager, will lead KMSS MEAL procedure and functions across the specific program. She/he will work directly with Grant Managers, Education specialists to provide timely reporting against indicators and management on MEAL related purposes. She /He will work closely with KMSS Diocesan MEAL staff to support the performance and quality of the project delivery.

### AREA OF RESPONSIBILITY & PERFORMANCE EXPECTATIONS

#### Planning

- Assist and support technical in program development (Baseline Assessment, Rapid Need Assessments, Logic Models Development)
- Technical support to each project team in developing MEAL plan (Logic Models, Monitoring and Evaluation Plan, Detail implementation plan, indicator tracking table, Data Quality Management Process, Feedback and Complaints Handling Mechanism, Learning and Evaluation Plan, MEAL related orientation).

#### Monitoring (Monitoring and Information Management)

- Based on KMSS National MEAL procedure, leads Data Quality Management Process; Developing standardized data collection tools, Databases, Data verification and analysis, Internal Routing Data Quality Assurance Plan).
- Conduct regular and joint project monitoring purposes (in-person, virtual) to KMSS Diocesan Offices.

- Lead monitoring process; designing survey methodologies including questionnaires and data collection tools and review the Monitoring Report and Take necessary actions.
- With the support of MEAL Manager, he/she works closely with Grants Managers and respective technical specialists to plan, coordinate and priorities for preparing quality data reports for both internal and external purpose.
- Contribute to total reach annual planning and reporting processes, consistent with KMSS MEAL framework and PMIS

#### **Evaluation (Assessment and Survey)**

- With the support of KMSS National MEAL Manager, participate/coordinate and cooperate with external evaluators/grant managers for the design of quantitative and qualitative participatory programme evaluations (baseline, annual and final evaluations) and project related assessments.
- Facilitate/Coordinate to external evaluator/ grant managers for the documentation of the project results, project outcome, best practices and the most significant changes.

#### **Accountability Learning (Project Quality)**

- Design/review inclusive Feedback and Complaints Handling Mechanism for varied population groups, including children.
- Provide technical support and guidance to the respective project teams from NO and Diocesan Offices ensuring that an effective system for Feedback and Complaints Handling Mechanism is established and functioning at the project implementation levels.
- Facilitate Accountability Data Analysis upon FCHM data which are submitted by Diocesan Offices and share the findings and recommendations to support strategic Programme Decision Making and Advocacy.

#### **Capacity Building**

- Facilitate training session for project staff on project monitoring, data collection by using KoBo tools, data management and analysis and any other MEAL related topics.
- Coordinate monthly MEAL meetings with MEAL staff from both NO and DOs to exchange information and lessons learned.

#### **Coordination and representation**

- Coordinate with partners to provide technical support.
- Coordinate with Program Manager, Grants Managers, Technical specialists on all MEAL activities, MEAL budgets, proposals, reports, and data reviews.
- Provide input and assist MEAL Manager in annual reporting.
- Participate in donor and partner meetings, project kick-off and closing meetings.

#### **EXPERIENCE AND TECHNICAL COMPETENCIES: (include years of experience)**

- A bachelor's degree preferably in development or education or management.
- At least 3 years' experience in programming Monitoring and Evaluation focusing on managing data collection, cleaning, aggregation, analysis, data quality assurance, and reporting.

- Experience and knowledge in MEAL concepts; leading/conducting baselines and evaluations.
- Considerable knowledge of developing/reviewing program frameworks and logic models, data collection and storage methodologies, methods of analysis and interpretation.
- Proven experience conducting research with both quantitative, qualitative methodologies and analysis skills.
- Proven record of networking and relationship building skills including capacity building of partners on monitoring and evaluation.
- Experience working in community participation and organizing in project accountability mechanisms.
- Experience in developing capacity of staff and the ability to speak with confidence and clarity.
- Ability to write clear and concise project reports for management decision making.
- Experience managing large databases with multiple data sets for research and development projects.
- Able to work harmoniously in cross cultural environment.
- Effective team player and experience in delivering results on time.
- Good communication in English, Myanmar and in both written and spoken is considered.
- We Strongly encourage qualified women to apply for this position as part of gender equity and workplace diversity.

## **TECHNICAL QUALIFICATION**

- Proficiency in Microsoft package (Word, Excel, PowerPoint, Form, Outlook, SharePoint, etc.)
- Experience working with mobile data collection application (ODK or Kobocollect, Google form), Analysis software (Power BI, Google Data Studio, SPSS, etc.)

## **APPLICATION PROCESS:**

If you are interested in applying for the post of **MEAL Coordinator**, send:

1. Cover Letter
2. Updated Curriculum Vitae with two references

Send email to [hr@kmss.org.mm](mailto:hr@kmss.org.mm) titled “**MEAL Coordinator (Social Projection Program)**”

**Application deadline is 10<sup>th</sup> July 2025!!!**

**Only Short-listed candidates will be contacted.**

*KMSS is an equal opportunity employer Organization. KMSS is committed to Child Protection and protection from sexual exploitation and abuse, applicants are advised that appointment will be subject to appropriate background checks and screening.*