



Gathering House Youth Empowerment Society

Vacancy Announcement

(VA04125, GHYES-HR)

Gathering House Youth Empowerment Society is seeking a highly skilled and experienced applicant for the following vacant position.

Position Title: MEAL Officer

No of Position: One Position

Location: Mandalay Region

Desired Start Date: As early as possible

Duration: Till end of October 2025 (Short-term for Earthquake Response)

Reports to: MEAL Coordinator

Closing Date: After having identified a suitable candidate

Background:

Gathering House Youth Empowerment Society is a dynamic and fast-growing youth organization founded in 2020. Our vision is to empower young people to build a society that is both peaceful and comprehensively developed. We are committed to achieving this through our mission of working alongside young people and youth organizations to empower and support them to become active agents of positive change in their communities. By doing so, we aim to build a peaceful and comprehensively developed society where every young person can reach their full potential. Our core values reflect who we are as an organization and guide our work. We value *diversity and non-discrimination*, recognizing and embracing differences among individuals. We foster *innovation*, encouraging creativity and new ideas in our work. *Mutual respect* is at the core of our interactions, promoting a culture of collaboration and teamwork. We prioritize *transparency* in all aspects of our operations, promoting open communication and accountability. We take *responsibility* for our actions and their impact, committing to ethical and sustainable practices.

As an active youth organization, we are committed to the growth and development of our team members. We provide a dynamic, flexible and supportive work environment where every team member is encouraged to thrive and reach his or her full potential.

Youths for Peaceful and Comprehensively Developed Society

Job Summary: We are seeking a highly motivated and experienced MEAL Officer to join our dynamic team. The MEAL Officer in the Earthquake Response Program will support data management, collection, analysis, and reporting efforts. MEAL Officer will play a crucial role in ensuring the effectiveness and impact of our programs through robust monitoring, evaluation, accountability, and learning mechanisms.

Key Responsibilities:

- Assist in developing and implementing monitoring and evaluation frameworks, systems, and tools to measure program performance and impact
- Coordinate with the program team to get timely and quality data to monitor and evaluate the progress of the Earthquake Response Program
- Routinely verify MEAL reports and data archives against data collection records and take the necessary steps with the program team
- Conduct project monitoring activities, ensuring high-quality data is collected through relevant tools and methods
- Plan and conduct program evaluations, including impact assessments, using a variety of methodologies. Interpret evaluation findings to inform program improvements
- Assist in designing data collection tools, methodologies, and systems to gather relevant qualitative and quantitative data
- Prepare and present clear and concise reports to MEAL Coordinator, highlighting key findings, progress, and recommendations
- Conduct regular monitoring visits to project sites to assess progress, identify challenges, and provide technical support to field teams
- Facilitate participatory learning and reflection sessions with staff and stakeholders to enhance program effectiveness
- Assist in providing training and support to staff on monitoring and evaluation techniques, tools, and best practices
- Lead program and organizational database with regular updating

Essential Qualifications and Experiences:

- Proven experience (at least 2-3 years) working in MEAL roles, preferably in the humanitarian or development sector
- Strong skills in developing and implementing monitoring and evaluation frameworks, data collection tools, and analysis
- Proficient in qualitative and quantitative data collection methods, including surveys, interviews, and focus group discussions

Benefits

- Competitive salary and allowance (**About 600 USD**, based on qualifications and experience)
- A supportive and collaborative work environment that fosters continuous learning and growth
- Valuable hands-on experiences and exposure, providing opportunities for professional development and career advancement
- Capacity building initiatives such as workshops, training programs, and conferences to enhance your skills and knowledge

If you meet the qualifications and are passionate about making a positive impact on the lives of conflict-affected individuals, we encourage you to submit your application.

How to Apply:

Interested persons should submit an application and updated CV, including educational qualifications, recommendations of previous organizations, contact number and contact details of at least two professional references to recruitment@ghyes.org with the title of the position, **(MEAL Officer, VA04125)** applied for. Only shortlisted candidates will be contacted for relevant tests and/or interviews.

Gathering House is dedicated to upholding Equal Employment Opportunity, ensuring that individuals are recruited without regard to their race, ethnicity, religion, or gender. Our organization is deeply committed to promoting the welfare of children and advocating for gender equality. We maintain a zero-tolerance policy towards child abuse and sexual harassment.