Monitoring, Evaluation, Accountability and Learning (MEAL) Officer (m/f/d)-National Position

Malteser International (MI) is the international humanitarian relief agency of the Sovereign Order of Malta. For over 60 years we provide relief and recovery for people during and following conflicts and disasters around the world. Christian values and humanitarian principles form the foundations of our work. In over 30 countries in Africa, the Americas, Asia, and the Middle East, we support people in need – regardless of their religion, origin or political convictions.

MI is working in Myanmar since 2001 and currently employs more than 240 national staff in Rakhine, Shan and Kayinstates. Our work aims at ensuring communities have access to primary health care services. We also offer comprehensive WASH and disaster risk reduction/climate change adaptation solutions and provide relief after disasters. MI strives to enable and empower the most vulnerable communities in marginalized areas through a participatory and sustainable approach.

In support of the work in Monghsat Township, Eastern Shan State, Myanmar. Malteser International is looking for a motivated Monitoring, Evaluation, Accountability and Learning (MEAL) Officer – (m/f/d) - National Position.

As the MEAL Officer, your pivotal role includes will be responsible for projects data in the area. To manage projects' data collection, information and provide timely analysis to program leads for the quality of program implementation across Malteser International programs and projects in the Eastern Shan State under the direct supervision of the Monitoring, Evaluation, Accountability and Learning (MEAL) Manager.

Your responsibilities:

Monitoring and Evaluation

- Regularly undertake field monitoring visits to collect and document information on implementation progress and success of all programs.
- Coordinate baseline and endline as well as other surveys like post distribution to ensure proper documentation of findings and recommendations.
- Support programs in conducting participatory monitoring activities using a varied suite of tools that will ensure that implementation results are captured.
- Support the development of appropriate monitoring tools and methodologies to ensure qualitative and quantitative data is included in reports.
- Maintain and update program indicator performance trackers to monitor progress effectively.
- Ensure timely reporting on monitoring activities in alignment with work plans and project timelines.
- Compile success stories and case studies from the field following established guidelines.
- Ensure data accuracy through precise data collection, entry, and analysis for high-quality quantitative and qualitative results.
- Provide regular verbal and written feedback on field observations and monitoring findings to relevant program staff.
- Conduct regular training and capacity-building sessions for program staff on tools and methodologies.

Accountability

- Establishing and managing Monitoring, Evaluation, Accountability and Learning (MEAL) mechanism as per organizational commitment.
- Actively participate in the implementation of Malteser International's Community Feedback Response Mechanism (CFRM).

Learning and Project Quality

- Support Monitoring, Evaluation, Accountability and Learning (MEAL) Manager in the conduct of lessons learned workshop, as well as internal activity valuation.
- Support program team in capturing and documenting lessons learned and best practices.
- Contribute to organizational learning by supporting specific analysis, lessons learned, reports, and events.

Capacity Building

- Provide capacity-building training and support to sector and field staff to enhance field monitoring and other Monitoring Evaluation, Accountability and Learning (MEAL)-related needs.
- Participate in the induction of Monitoring, Evaluation, Accountability and Learning (MEAL) processes for relevant program and support staff.

Your profile:

- University degree in relevant field (development or social research preferably with a focus on monitoring and evaluation as well as compliance issues) or equivalent professional qualification
- Minimum 2 years of relevant work experience – preferably in social work, community development, NGO/INGO.
- Experience working with NGOs and/or the development sector, and use of data collection tools.
- Knowledge/experience with Monitoring & Evaluation specifically, information management or accountability
- Excellent skill in MS Word, Excel, and PowerPoint
- Basic knowledge of data analysis practices and tools
- English proficiency including good analytical and report writing skills.
- Fluency in local language is preferred.

What we offer:

- **Starting date: 1ˢᵗ June 2024.**
- **Duty Station: Monghsat Township, Eastern Shan State, Myanmar**
- **Duration of contract: Until 30 April 2025**
- **Salary according to qualification and experience: Plus, 13th Month Salary, Contract end benefit as well as Health & Life Insurances**

Working for Malteser International

Malteser is an equal opportunity employer and welcomes applications from all people, regardless of gender, confession, or origin.

Malteser International conducts background reference checks. Ethics form part of the Annual Performance Appraisal.

Whether you work as a specialist in overseas service or in one of our regional offices - we offer you a challenging working environment in an experienced international team. More than 1,000 national and international staff are currently deployed in various crisis and disaster areas around the world as well as in our regional offices in Cologne and New York City.

For more information, please have a look here.

Contact Details:

Malteser International Eastern Shan Program Office: No.54, Cherry Street, Ward 3, Kengtung township, Eastern Shan State.

How to apply:
If you are interested in this position, kindly submit your extensive application (CV, letter of motivation, copies of diplomas and three professional references) send to hr.mmr@malteser-international.org with the subject line "MEAL Officer, Monghsat township, Eastern Shan State". The deadline for application is **17th May 2024:**