

Vacancy Announcement

The Danish Refugee Council (DRC) assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunity for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfilment of the wish to return home. In Myanmar, DRC has been present since 2009.

DRC is currently engaged in responses in Rakhine, Kachin, and Northern Shan states. Our response targets displaced, and displacement affected communities and other vulnerable communities in some of the most deprived areas of Myanmar. Key activities include protection (including Child Protection, GBV and Protection Monitoring), Camp Coordination and Management, WASH, Economic Recovery and Humanitarian Mine Action. To support and strengthen the DRC programme in Myanmar we are looking for highly motivated and capable candidates to fill the position of

Monitoring, Evaluation, Accountability and Learning Team Leader (1 post)

Duty Station	Lashio (Interim Duty Station - Namkham)
Report to	MEAL Manager- NEAO
Direct Reports	2-3 MEAL Officers depending on the project expectation

Overall purpose of the role:

The growing complexity of the DRC/ operating environment in Myanmar puts programming quality at risk if staff are not appropriately supported and supervised.

The MEAL team leader is expected to guide the monitoring and evaluation subordinates including information management officers, monitoring and evaluation officers, accountability officers and project staff to ensure proposed monitoring and evaluation plan is executed with utmost quality oversight.

Monitoring and Evaluation

- Lead in routine assessments (PDMs, feedback surveys, satisfaction surveys, etc.) from planning to reporting
- Provide technical support to program and partners including MEAL system designs and capacity building.
- Conduct data quality assurance on all activities, including auditing data quality and making regular field visits
- Lead in the tracking of achievements and indicators for projects/programs
- Will act as the primary MEAL focal point and liaison for partners
- Oversee data management activities
- Support Program Team, and Partners, in development of criteria, tools and methodologies for assessment and beneficiary selection.
- With the support of NEAO MEAL Manager, to lead in developing the MEAL tools depending on project requirements for the internal and partner.

Accountability

- In conjunction with the NEAO MEAL Manager, liaise with MEAL Coordinator on Community Feedback Mechanism (roll out and system functioning)
- Coordinate with MEAL Officer(s) and program teams to implement CFM activities (roll-out, service mapping, closing cases, etc.)

- Make sure Community Feedback Mechanism awareness data that delivered to the community by the program and MEAL staff.
- Keep secure the Feedback data and follow up with respective program for response in time.

Learning and project quality

- Assist NEAO MEAL Manager in planning and leading lessons learned and program review workshops (including presenting results of assessments to program managers and program staff)
- Document and share results of indicator tracking and other assessment results regularly with program teams.
- Lead the NSS MEAL team to ensure that all of the project database and IPTT are up to date regularly.

Capacity building

- With the support of the NEAO MEAL Manager, provide technical support to partners, including developing tools, planning surveys, data analysis.
- With the support of NEAO MEAL Manager, provide relevant MEAL training/ on job sharing session to program and partner staff
- Provide trainings and regular coaching to MEAL Officers and Assistants as well as to partners
- Coordinate weekly or regular meetings with MEAL staff to exchange information and lessons learned.

Management and Coordination

- Conduct weekly meetings with MEAL Officers in NSS and assign the priority tasks for a week and review the previous task assigned.
- Make sure that MEAL Officers are working as assigned and support depending on needs and gaps of MEAL Officers.
- With support from the NEAO MEAL Manager, coordinate with partners to provide MEAL technical supports.
- Coordinate with program team leaders on all MEAL activities, (assessments, data reviews, workshops, etc.)

As a manager the post-holder is responsible for the following:

- Accountable for achieving DRC's strategic goals and objectives within the area of responsibility.
- Accountable for making significant decisions on what the unit does: its purpose, functions, and role, and for making commitments and decisions that require the expenditure of significant unit resources.
- Accountable for people management of direct reports. This includes hiring & firing, objective setting, probation, performance appraisal, development of MEAL staff, managing performance, including poor performance, etc.
- Accountable for making sound decisions based on DRC policies, MOPs, standards, and the advice of technical experts in DRC

Experience and technical competencies:

- 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 3 years of relevant work experience – preferably in social work, community development, non-governmental organizations, or civil society.
- Experience working with NGOs and/or the humanitarian sector, and use of data collection tools
- Knowledge/experience with Monitoring & Evaluation specifically, information management or accountability
- Excellent skill in MS Word, Excel, PowerPoint, Kobo Software

- Knowledge of data analysis practices and tools
- Demonstrated leadership skills (either with field-based staff, enumerators, or others)
- English proficiency (writing and speaking) including good analytical and report writing skills
- Able to speak in the local language is desirable.

Competency profile

- Ability to work closely with a diverse team of individuals in a highly intense and fluid work environment
- Capacity to spark innovative approaches to MEAL and to inspire groups to collaborate closely
- Ability to manage ambiguity, frustration and stress in self and others
- Desire and ability to learn and grow, both personally and professionally.
- Demonstrated attention to detail, ability to follow procedures, meet deadlines and work independently and cooperatively with team members is required

All DRC roles require the post-holder to master DRC's core competencies :

- **Striving for excellence:** Focusing on reaching results while ensuring efficient processes.
- **Collaborating:** Involving relevant parties and encouraging feedback.
- **Taking the lead:** Taking ownership and initiative while aiming for innovation.
- **Communicating:** Listening and speaking effectively and honestly.
- **Demonstrating integrity:** Upholding and promoting the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment.

Conditions

Contract: DRC will offer the successful applicant a DRC's Regular contract including 3-month probation period. Renewable depends on both funding and performance. Salary and conditions will be in accordance with DRC's Terms of Employment. The position is in Employment Band G-Management.

Application and CV

Interested? Click [here](#) to apply. Please send your application, in English, no later than **31st March 2025**. CV only applications will not be considered.

(Applications will be reviewed on a rolling basis, and shortlisted candidates may be contacted for interview/an offer made before the advertised closing date)