

Who we are?

As a global leader, CARE is shaping the future of the humanitarian and development sector. Each year, we deliver support and services to millions of people in over a hundred countries. We do this by focusing on our mission and living the values that drive our organization. A career at CARE is an opportunity to be part of a movement that brings communities together to solve complex problems and foster lasting change throughout the world. We seek individuals who are passionate about humanitarian and development work, collaborate well with others, embrace learning and innovation, and deliver results.

What it's like to work at CARE?

CARE is a mission-driven international humanitarian aid and development organization that offers an opportunity to work with people across the world. Not a day will go by that you won't learn something profound, meet an expert, or write a sentence that can change a life. We are committed to an environment where everyone can succeed.

CARE in Myanmar is looking for a suitable candidate for the following position:

Senior MEAL Officer National Only

Basic Salary + 13th Month Pay Benefit + Other Benefits

Grade:	D
Duty station:	Mandalay
Supervisor:	MEAL Advisor
Number of Post:	1
Contract Type:	Fixed Term
Application Deadline:	3 June 2025

Due to the urgent requirement of the position, the applications will be considered on a rolling basis and may be filled during the advertising period.

PURPOSE OF THE ROLE

The purpose of this position is to ensure the provision of technical advice and substantive support to CARE Myanmar in the area of monitoring, evaluation, learning and accountability under the supervision of MEAL Advisor.

This position may be required to travel to project implementation areas.

MAIN RESPONSIBILITIES

MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING (MEAL) _____ 30% of time

- Apply technical skills and expertise in monitoring, evaluation, learning and accountability to support the successful development and implementation of EQ project ;
- Support in the development, refinement, compilation and review of M&E systems and tools including the EQ database;
- Conduct regular monitoring, PDM of project activities with collaboration with partners;

- Ensures that monitoring, evaluation, learning and accountability data is used throughout the project management cycle to continually improve CARE's EQ project;
- Support the organization and facilitation of project reflections and evaluations of project activities; and
- Provide feedback on EQ project activities to CARE Myanmar, project partners, communities, and other stakeholders.
- With the support of EQ MEAL Advisors, assess partners' field level M&E systems, and provide necessary technical support;
- Participate and support technical studies and assessment/ surveys conducted by the EQ project

DATA MANAGEMENT _____ 30% of time

- Under the direction of EQ MEAL Advisor and CO PQ team, consolidate and validate the database of Monthly Activity Tracking Sheet, Monthly Progress Report from partners' organization;
- Ensure that data are in high quality, analyze M&E data and provide M&E data to Supervisor to develop M&E reports;
- Assist MEAL Advisor for data treatment and analysis as well as monitoring report;
- Ensure that Project Officers from partners' team collect accurate data and information as detailed in the Monitoring & Evaluation plan; and
- Make sure that data is available for the project management, organizational communications, and fundraising.

REPORTING _____ 15% of time

- Ensure that all MEAL reports from partners are in line with the requirement of CARE and its donor;
- Ensure that all MEAL reports from partners and CARE are qualified and consistent based on CARE and donor standard.
- Provide inputs and assist all necessary MEAL information for the relevant donor reports providing written contribution for all MEAL sections well-articulated with evidence-based analysis and to a high level in English;
- Support the Program Quality and Inclusion Director to complete CARE's annual PIIRS system to ensure CARE Myanmar shows its full reach and impact;

STAFF CAPACITY BUILDING _____ 15% of time

- Support the capacity strengthening and evaluation of partner's M&E systems and tools;
- Provide technical assistance and support to, project staff, partner organizations in the development, management and socialization of M&E systems and tools; and
- Provide technical support, mentoring and training for partners related to monitoring, evaluation, learning and accountability;
- Provide technical support on the use of M&E tools and reporting of project activities; and
- Facilitate training sessions for partner project staff on project monitoring, data treatment and analysis and any other M&E related topics.

PARTNERSHIPS AND NETWORKING _____ 5% of time

- Participate in related forums, workshops, meetings, or other events as required;

- Work with mutual response and a capacity strengthening focus towards Civil Society Organizations (CSOs) and partners skills and leadership through mentoring and on-the-job training; and
- Provide clear explanations of the Project and CARE's work in Myanmar to partners, government agencies and other relevant stakeholders.

OTHER RESPONSIBILITIES AS ASSIGNED _____ 5% of time
Responsibilities on Safety and Security and Safeguarding and Child Protection:

- This position is expected to adhere to Safety & Security responsibilities, emphasizing team and individual accountability to maintain a safe environment. This includes readiness, compliance, and active engagement to mitigate risks through awareness, reporting, and policy enforcement.
- All CARE staff must uphold ethical standards, following codes of conduct to prevent abuse, including sexual harassment, exploitation, and neglect.

EXPERIENCE AND QUALIFICATIONS:

Education/Training

- Minimum Bachelor's degree in computer, social science or other relevant field; and/or minimum technical diploma and/or 3 years relevant work experience in monitoring, evaluation, learning and accountability preferably with an International Non-Government Organization (INGO);
- Experience in designing and implementing MEL tools and processes.
- Experience in communications and/or creative media is highly desirable.
- Computer literacy in data management and analysis programs: advanced Excel, SPSS, and mobile data collection applications (e.g. KoBo)
- Ability to maintain comprehensive records and filing systems.
- Demonstrated experience in following standard policies, procedures and processes and ensure the implementation of detailed transactions.
- Demonstrated good leadership, interpersonal, training and facilitation skills, sound judgment, planning, decision making and problem solving.
- Demonstrated organizational and time management skills, working in a team and the ability to work under pressure and to organize and manage workload to meet deadlines;
- Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality.
- A willingness to learn about CARE, gender equality and women's empowerment activities.
- Minimum good oral communication and writing in both Myanmar and English language, and
- Fully conversant in desktop-based programs, including MS Office packages, Power Point, data entry and management platforms.
- Data analysis software (Power BI, Excel, other software) experienced is preferred.

Experience/Technical Skills

Required

- Demonstrated ability to transmit monitoring, evaluation, learning and accountability technical knowledge to staff and partners.
- Ability to write clear and well-argued assessments and evidence-based project reports for both internal and external stakeholders.

- Computer literacy in data management and analysis programs: advanced Excel, SPSS, Access, and mobile data collection applications (e.g. KoBo, ComCare);

HOW TO APPLY

To apply for this rewarding position please send the following information and documents to the address below.

- a cover letter stating against the selection criteria maximum 2 sentences for each selection criteria.
- a current C.V., with a minimum of two professional references, one of which must be from the most recent line manager.
- your expected salary mentioned in your application.

The subject of the application should include “**Position Title and Duty Station**”. Only successful candidates will be contacted for an interview.

Human Resources Department
CARE International in Myanmar
No. 3, Mya Sabai Street, Parami Yeikthar,
Yankin Township, Yangon, Myanmar.
Email: MMR.Jobs@care.org

OUR COMMITMENT TO INCLUSIVE WORKFORCE

CARE is an Equal Opportunity employer. We provide equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion, ancestry, national origin, age, disability, marital status, or veteran status, or any other characteristics protected under applicable law.

OUR VALUES AND COMMITMENT TO SAFEGUARDING

CARE participates in the Inter-Agency Misconduct Disclosure Scheme. In line with this Scheme, we hereby request information from the candidate's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment. All offers of employment are subject to satisfactory references and appropriate screening checks. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.