



Monitoring Evaluation Accountability and Learning Assistant

Date: 7th July 2025

We are currently recruiting a MEAL Assistant position, directly reporting to MEAL Officer.

This position is based in Taunggyi, Southern Shan State, 50% travel to implementation areas.

At Relief International, we are committed to building a representative, inclusive and authentic workplace. We strongly encourage applications from candidates from minoritized backgrounds those who bring lived experience of the contexts in which we work.

We are proud to be a global recruiter, hiring people from around the world. We offer competitive salaries and benefit packages for all staff, that are applied fairly and transparently. This means we are unable to advertise the salary as it is dependent on the local job market of the staff member, we will inform shortlisted candidates of the salary range as part of the selection process.

About Relief International

Relief International (RI) works in 15 countries globally to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises, and chronic poverty.

Main purpose of the role

The MEAL Assistant is supervised by and reports to the MEAL Officer/MEAL Coordinator and supports the professional and efficient implementation of RIs monitoring and evaluation activities under various funded projects in Relief International Southern Shan State.

Key Responsibilities

Accountability and Complexity

Coordination and Community Accountability

- Share and promote values and ethics of the organization within RI, with the partners and with others.
- Perform any other related tasks as instructed by Program Coordinator and MEAL Officer /MEAL Coordinator.
- Set up systems and train project staff in Complaints and Response & Feedback Mechanism. Support the project staff in accountability of affected people under emergency response program.
- Monitor the community feed backs with proper analysis and tracking system.
- Conduct regular field supportive supervision trip together with Program team also post distribution monitoring visit to project sites as well as for rapid need assessment.

Assist in developing of MEAL framework and reporting tools

- Develop project monitoring framework for the project and coordinate population data, establish timelines for reporting, and responsibility for data collection, data analysis, and project learning meetings.
- Contribute to creating forms and formats of project activities against pre-defined indicators and log-frame through close coordination with the project team.
- Assist in participatory planning and monitoring by training and involving primary stakeholder groups in the MEAL of activities.

Data collection, analysis and reporting

- Manage data flow from project staff for project monitoring and quality assurance. Ensure project indicator frameworks are completed and up-to-date and shared with program staff and Southern Shan MEAL team.
- Responsible for organizing the project activities data and make ensure that MEAL databases are timely updated, cleaned, aggregated and then confidentiality protected where appropriated. Ensure the quality of collected information and data in accordance with the donor compliance and usage of internal learning and programming.
- Ensure the proper documentation of the project activities data and field activity reports in systematically and confidentially. Promote the use of data by project staff for effective planning, allocation and utilization of resources.
- Under closely supervision of MEL Officer, review and analyses data from various resources such as routine data systems, project reviews, evaluations, assessments. Support the design, development and implementation of FGD, KIIs, post training evaluations, post distribution monitoring and relevant surveys.
- Undertake regular monitoring activities to project sites for the purpose of supervising and mentoring RI staff in respect of implementation MEAL activities. Train and coach RI project staff and partners staff to build capacity and technical oversight regarding with MEL concepts and the data collection tools when needed.
- Provide partner staff with support and training to improve quality of data collection, storage and security under supervision of MEAL Officer.

Behavior and conduct

- Ensures that behavior inside and outside of work promotes the values in RI's code of conduct and safeguarding policies
- Acts with integrity and holds themselves accountable for being respectful, inclusive and professional
- Reports any concerns

About You

You will bring the following experience and skills:

- Professional experience: at least 2-3 year work experience in MEAL, program quality management or program development with NGO/INGO/UN especially in humanitarian context, background knowledge of health project would be an advantage; research experience; preferably experience working with CSO/CBO; experience in writing quality monitoring reports.
- Education: University degree Health, Economics, Business, Management or other relevant field experience
- Inter-personal skills: detail orientation; conflict sensitivity; knowledge of "Do No Harm" approach; flexibility: mutual respect to colleagues as well as to external partners,
- Communication skills: demonstrated ability to effectively communicate verbally and in writing in Myanmar and English language
- Context: Understanding of operational context in Northern Shan State should be advantage.
- Computer software skills: MS Word, Excel and Power Point; QGIS mapping, proficiency in data analysis packages (EPI info, SPSS, etc.) an advantage
- Travel: ability to make frequent field trips to project locations
- Willingness to comply with humanitarian principles

- Locals are encouraged to apply.

Research shows that women and those from marginalized ethnic groups are less likely to apply to jobs, unless they meet every single requirement. If you're excited about this role, but your experience doesn't align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!

How to apply : To apply for this post, click on the "[link](#)" button in the job advert page and send to hrrmm@ri.org, quoting "MEAL Assistant, Taunggyi-Southern Shan State" in the subject line.

Closing date: 16th July 2025

- You will be asked to upload a CV and Cover Letter.
- The cover letter should be at least one page; three references check person with current supervisor and explain why you are interested in this post with Relief International and how your skills and experience make you a good fit.

As a humanitarian organization, Relief International is committed to the safeguarding of all those we come into contact with through our work. We are committed to the core humanitarian principles regarding prevention of sexual exploitation and abuse. Relief International expects all staff and volunteers to share this commitment and uphold the values and behaviors outlined in the Code of Conduct.