



## Monitoring Evaluation Accountability and Learning Assistant

Date: 7<sup>th</sup> March 2025

We are currently recruiting a **MEAL Assistant**, directly reporting to Field Health Coordinator.

**This position is based in Rakhine State.**

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**

Under the direct technical supervision of MEAL Officer (Sittwe) and indirect supervision of Field Health Coordinator, the township MEAL Assistant will work closely with township MEAL Clerk and Health and Nutrition program staff. The MEAL Assistant's responsibilities include accurate data entry, data processing and data analysis covering all Health and Nutrition program data for the respective township.

The MEAL Assistant will provide support to the MEAL Officer in Sittwe for the data generated through this project. This is a short-term position with potential for contract renewal based on external funding.

### **Overall Objectives (scope)**

- To support program team in proper data collection, recording, and data verification
- To provide timely updated database to the regional office on a monthly basis
- To help program team in analyzing data against the project logical framework indicators
- To actively participate in monthly project review with project staffs and ensure result-oriented outcomes
- To provide supportive supervision to the MEAL Clerk.
- To keep track of functioning status of RI-funded volunteer networks, community-led groups (CBHW, PE, Mobile clinic volunteer, VHC, MSG, etc) monthly.
- To assist in presenting the regular sharing of the outputs of MEAL findings with field staff, implementing partners and other stakeholders.
- To support mapping of partners' service coverage area in collaboration with township FHC.
- To support the development of improved CFRM systems and provide insight and recommendations for continued development.

### **Specific Responsibilities**

- Provide timely updated township wide data reports to MEAL Officer each month.
- Collaborate with RI's other departments to collect baseline information in an assigned township
- Join field level supervision and monitoring visit with respective projects as requested
- Contribute technical assistance in trainings and meetings to support the strengthening of partners/volunteer networks in data management.

- Support preparation of documents, filing, and record keeping.
- Travel as appropriate to program sites to assist in monitoring and evaluation activities.
- Take on other relevant tasks as required by the project or as advised by the supervisor.
- Assist MEAL Officer in creating data collection tools and data analyzing tools.
- Lead and collaborate on the production and update of service mapping in their townships.
- Assist in leading MEAL clerk in capturing and sharing knowledge, experiences, lessons learned, success stories and best practices with other relevant staff and community members

### Assessment

- Support in the process of any assessments and surveys as required, including baseline, endline, focus group discussions, evaluations.
- Support in the preparation of assessment reports by collating and analyzing all necessary inputs from field team.

### Others

- Take part in program meetings, program reviews, and in general staff meetings.
- Adopt non-judgmental attitude, manage patients with compassion, and maintain strict confidentiality and privacy.
- Support THD in the HMIS / DHIS2 data management and analysis as required.

### About You

You will bring the following experience and skills

- Proven computer skills in word, excel and power point and must have undergone training on the use of computer and typing skills as needed
- Attention to detail and accuracy in data entry
- Ability to coordinate several activities simultaneously and willing to travel project areas as needed
- Comfortable with working in multicultural team
- Bachelor degree and preferable of experience working on data entry and knowledge of any NGO is advantage
- Good communication and coordination skills
- Understanding on local languages preferable
- Knowledge of conflict sensitivity and “Do No Harm” approach

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 [hmmm@ri.org](mailto:hmmm@ri.org), quoting “MEAL Assistant Rakhine” in the subject line. **Closing date: 21<sup>st</sup> March 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.