

Save the Children is the world's leading independent organisation for children. It is a dual mandate organization and focuses on development and emergency response. We are currently working in 120 countries around the world touching the lives of 125 million children. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children has been working in Myanmar since 1995. Our programmes include Maternal and Child Health, Nutrition, HIV/AIDS, WASH, Education, Food Security and Livelihoods, Child Protection and Child Rights Governance and Humanitarian Responses in across the country.

Save the Children offers attractive salary including non-salary benefits which consists of paid medical benefits, various leave benefits, accident insurance, severance and other allowances.

We are currently inviting motivated and talented individuals to apply for **MEAL Officer** position based in Sittwe, Rakhine Office. Please see the following detailed information.

**SAVE THE CHILDREN INTERNATIONAL**  
**VACANCY ANNOUNCEMENT**  
**(FOR MYANMAR NATIONAL ONLY)**

**ROLE PROFILE**

**TITLE: MEAL Officer**

<b>TEAM/PROGRAMME:</b> Health & Nutrition		<b>LOCATION:</b> Sittwe, Rakhine State	
<b>Number of Position:</b> 1 <b>GRADE:</b> NAT 4		<b>CONTRACT LENGTH:</b> Fixed Term	
<b>CHILD SAFEGUARDING</b>			
Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the vetting process staff.			
<b>ROLE PURPOSE</b>			
The H&N Program aims at increasing opportunities of MIYCN, IMAM improving Health and Nutrition status of PBW & the children during 1000 days through improvements in technical and soft skills, increased financial capital, improved nutritional behaviors and WASH. Under the supervision of Program Manger, Project Officer-MEAL is responsible to conduct independent monitoring on the program activities, data entry, data processing, data validation and developing data associated with program staffs for the project. S/he will ensure the quality of data entered and submitted by Project Coordinators (H&N) and share the leasson learnt of independence monitoring.			
The MEAL Officer, with technical support from MEAL Country Office Team, under the direct supervision of MEAL Coordinator will lead MEAL functions in Health & Nutrition program of Sittwe & Pauktaw Townships. She/he is the key frontline MEAL staff interfacing with communities by spending at least 40% of work time in the field with communities. She/he will work closely with the program field staff to support the performance and quality of the project. The MEAL Officer will also be instrumental in establishing a robust accountability mechanism with communities (20%) targeted by the project. Within each of her/his jurisdiction area the MEAL Officer will be investing nearly 45% of time for implementing the Monitoring and Evaluation Plan, archiving and managing database (10%) with support from the MEAL Coordinator			

**SCOPE OF ROLE:**

**Reports to:** H&N Program Manager, Regional MEAL coordinator

**Direct Reports:** 2-3 Information Management Assistant

**Financial Approval:** No financial approval

**Travel:** travel to Project areas ( at Least quarterly)

**KEY AREAS OF ACCOUNTABILITY****Performance Monitoring (25%)**

- Under the support of MEAL Coordinator, compile and provide required data for reporting to donors and SCI requirements (monthly, quarterly and yearly)
- Contribute to Total Reach annual planning and reporting processes, consistent with SCI operational requirement
- Use process level quality benchmarks as reference to undertake field monitoring visits, focusing on programme quality aspects, discuss with relevant staff and share reports with relevant colleagues
- Work with the programme team to develop data collection tools and ensure data collection forms/necessary materials are present at township.
- Work with programme team to regularly collect data related to project level indicators
- Follow up on M&E Plan with respective responsible program staff to collect all data and information that is planned and maintain database which is communicated to the MEAL Coordinator.
- Under the guidance of the MEAL Coordinator devise innovative and context specific approach to collect outcome level data for learning and accountability purposes.
- Monitor the status of child participation in the project using the Child Participation Indicator tool on a quarterly basis and provide data to MEAL Coordinators for analysis.

**Quality Monitoring (10%)**

- Develop and implement plans for quality benchmark monitoring in coordination with the Programme team for key activities mapped during the onset of the project Conduct quality monitoring using checklists developed by the Sector Lead on a regular frequency by conducting field visits.
- Be a custodian of quality action tracker for recommendations for improvement generated after quality benchmarks monitoring/use
- Conduct follow-up monitoring visits to support implementation of action plans.
- Share findings from quality monitoring with relevant project staffs and facilitate the preparation of action plan to fill gaps from quality monitoring.
- Share action plan from quality monitoring with MEAL Coordinator, and Program Manager
- Support MEAL Coordinator and programme manager for developing effective working coordination with partner MEAL and program team by enhancing their understanding on quality monitoring usually through trainings and orientations.

**Information Systems Managements (10%)**

- Perform regular field visits to ensure the quality of data collected by programme staff and to verify the accuracy of reported data
- Work closely with program field staff and MEAL Coordinator to plan, coordinate and priorities for preparing quality data reports for both internal and external purpose.
- Support programme team to collect data from source (usually field or communities) on a



regular frequencies outline in the MEAL Plan

- Conduct quality audits for reports and data submitted by partners on a bi monthly basis.
- Maintain database for total reach, both direct and indirect, at for the Child poverty project (usually township) and by disaggregating data by gender, age, ethnicity and disability.
- Update and manage MEAL tracking tools (Accountability Tracker; Quality Action Tracker; Indicator Performance Tracking Tool dashboard (only review); Project Evaluation and Research Tracker, Evaluation and research decomposing tool) for the project
- Assist MEAL coordinator in donor report preparation in coordination with program manager- in particular preparation of Dashboards to accompany Quarterly and semi annual and annual reports.

### **Evaluations Baselines/Assessments, dissemination and learning (10%)**

- Work closely with the program team and Senior Project Coordinator to support internal and external program/project evaluations, baseline and end-line assessments and final evaluations.
- Support programme team in development and management of databases for occasional surveys, need assessment and program expansion.
- Support dissemination of baselines/assessments/evaluations and effectively track recommendations and lessons learned from monitoring processes including program review meetings, assessments, surveys and evaluations and ensure they are incorporated in project planning and future programming by leading on the dissemination of findings to the project teams in close coordination with all relevant colleagues

### **Accountability (20%)**

- Work with the project team to develop and implement accountability plan for the project in line with the Core Humanitarian Standards and the SCI Myanmar Accountability Standard Operating Procedures
- Ensure that communities are well oriented and know about and how to use Feedback and Response Mechanism.
- Establish an effective functional system for feedback handling and response mechanisms at community level with the support from MEAL Coordinator.
- Guide MEAL assistants in conducting monthly/quarterly discussions with communities targeting different sub-groups to collect feedbacks for improving project service delivery.
- Coordinate and conduct objective quarterly satisfaction survey for services delivery to participants and share the finding with the project coordinator and MEAL Coordinator

### **Learning (5%);**

- Lead and facilitate ongoing data collection analysis that supports data driven learning process that effectiveness and efficiency in project delivery
- Set up a practical learning mechanism within and across all programs in the Region to ensure and promote the integration and use of learnings from all MEAL processes into project planning and future programming.
- Participate in project design and proposal discussions to ensure lessons learnt from other programs are taken into considerations and project indicators are developed in a way, which are adapted and suitable for the context.

### **Capacity building (10%);**

- Support training for partners and project staff on MEAL and data collection tools reported data.
- Ensure common understanding of SCI MEAL framework with the project team



## Child Safeguarding Responsibilities (5%)

- Support the process of ensuring that child safeguarding and child protection mainstreaming are integrated into all M&E frameworks through measurable output and outcome indicators; and support the process of piloting and scaling up local level beneficiary complaints' mechanisms in relation to staff conduct, with an emphasis on the Child Safeguarding Policy and measure to prevent sexual exploitation of women and children.

## BEHAVIOURS (Values in Practice)

### Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

### Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

### Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

### Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.

### Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity
- Always acts in the best interests of children

## PERSON SPECIFICATIONS

- At least 3 years' experience in development, humanitarian context working for non-government organizations or UN agencies
- Bachelor's Degree in Social / Development Sciences/Economics/ Information Technology or other related subjects
- Experience and knowledge in MEAL concepts; leading/conducting baselines and evaluations; Considerable knowledge of developing/reviewing programme frameworks and log-frames, data collection and storage methodologies, methods of analysis and interpretation.
- Experience working with ODK or KoBo Collect and PowerBI (desirable)
- Experience in programme implementation and/or one or more of Save the Children programming technical areas (desirable)
- Considerable English communication skills, both written and verbal
- Excellent personal organisational skills, including time management, and ability to meet deadlines and work under pressure
- Willingness to travel to field offices and work in difficult environments according to travel requirements
- Good people management skills/experience and proven ability to create an environment which encourages team-working and motivates a team across various geographical areas.

- Responsible to undertake the project related tasks assigned by line manager

**General:**

- Ability to work collaboratively with colleagues across the organisation developing effective working relationships to deliver outstanding results for children
- Commitment to and understanding of Save the Children’s aims, values and principles.
- Willingness and capability to comply with all relevant Save the Children policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies, including the Child Safeguarding Policy

**Additional job responsibilities**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

**Equal Opportunities**

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

**Child Safeguarding:**

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

**All staff has an obligation and a responsibility to:**

- Ensure they fully understand the provisions of the Child Safeguarding Policy, the Code of Conduct and Local/Country Procedures.
- Conduct themselves in accordance with the rules of the Child Safeguarding Policy, in their personal and professional lives – which includes reporting suspicions of child abuse.
- Ensure the way they are carrying out their work is not putting children at risk (or further risk) – this means constantly scrutinizing their work through a child safeguarding lens and talking to children about possible design/implementation “flaws”.
- Promote the message of child safeguarding to colleagues in other organizations and government ministries, children in their own and beneficiary families, and community members in general.
- Be vigilant about observing possible child abuse/harm in their personal and professional lives.

**All managers have the above responsibilities as well as ensuring**

- Their staff are doing the above.
- That child safeguarding is integrated and given a “voice” in all management processes including recruitment, induction, performance management, team meetings, annual planning processes, field level monitoring, etc.

**Safeguarding our Staff:**

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

**Health and Safety**

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Interested and qualified candidates are invited to apply an Application Letter and Curriculum Vitae to the link below:

[Click here To Apply](#)

Closing Date : 12 July 2024 (Friday), 5:30 PM

User Guide for Applicants at SCI >> [Click here](#)

Candidates are also requested to mention in the applications if there is, blood/marriage relationships with the existing Save the Children employees. No requirement of photo or copy of certificates and only short-listed candidates will be contacted.