

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 Assistant** position based in Lashio, Northern Shan State. Please see the following detailed information.

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

ROLE PROFILE

TITLE: Monitoring Evaluation Accountability and Learning (MEAL) Assistant	
TEAM/PROGRAMME: Programme Implementation	LOCATION: Lashio, Northern Shan State
Number of Position: 1 GRADE: NAT 5	CONTRACT LENGTH: Fixed Term
CHILD SAFEGUARDING	
Level 3: the post holder will have contact with children and/or young people <u>either</u> frequently (e.g. once a week or more) <u>or</u> 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.	
ROLE PURPOSE	
The MEAL Assistant, with support from MEAL Officer (Malaria), under the direct supervision of Project Manager (Malaria) will implement and support MEAL functions in the malaria elimination, prevention and control project of Northern Shan State, Namtu and Manton Townships funded by GFATM under GC7 malaria grant. S/he is the key frontline MEAL staff interfacing with communities by spending at least 25% of work time in the field with communities. S/he works closely with Partner's field staff to support the data collection, data entry in database, ensure data quality, and manage data at the field level as well as update malaria project data for reporting and link up with area and central MEAL teams of SCI.	
SCOPE OF ROLE:	
Reports to: Project Manager with dotted line to MEAL Officer	
Direct Reports from: none	
Financial Approval: No financial approval	
External Representation: Regular contact with Partner staff and its project volunteers and beneficiaries	



Travel: Frequent (over 6 days per month)

KEY AREAS OF ACCOUNTABILITY

Information Management System

- Work closely with MEAL Officer to plan, coordinate and priorities for preparing quality data reports for both internal and external purpose.
- Consolidate timely collection of data for malaria project activities and against outputs indicators on monthly basis to meet agreed deadlines
- Crosscheck to ensure that data being collected are reflecting the log frame indicators of malaria elimination, prevention and control project and report discrepancies to MEAL Officer and Project Manager
- Ensure timely Data Entry in the project database and share report to MEAL Officer and Project Manager on a monthly, quarterly and bi-annual basis
- Make data available for project reporting in coordination with the MEAL Officer to meet all reporting deadlines
- Field visit for community interviews and discussions for data collection as and when required
- Support MEAL Officer to organize and manage data collection by project staff and partners by clarifying data collection tools, collection frequency and making corrective measures for data quality assurance
- Conduct Data Quality Assurance by verifying data quality at source in the field as per the direction of MEAL Officer who will be working with MIS Manager
- Support MEAL Officer in quality monitoring of field activities for the project and prepare reports to share with health program team and MEAL team
- Assist MEAL Officer and project Staff to set up and make functional the accountability system in projects by sensitizing communities and partner organizations
- Data collection for annual Total Reach, Child Participation Indicator and Global Indicator reporting from area office teams
- Ensure proper filing and documentation of collected data (hard and soft copies –monthly reports, training, workshop attendance, etc.)
- Coaching/training and building capacity of project teams/partner to collect and manage their relevant data regularly.
- Support MEAL officer/coordinator in MEAL trainings and coordination with participants and other parties involved
- Regular and frequent communication with direct and technical line managers through various channels for MEAL-related purpose
- Support project staff in training for Mobile Case-based Reporting of malaria volunteers and analyzing reported data
- Participate in mobile migrant mapping of project townships together with supervisor(s) and other field staff
- Technical support to implementing partners regarding data management of malaria project activities
- Additional tasks requested by supervisor for supporting program related activities.

Accountability

- Develop plans for quality monitoring in coordination with Project Manager, Project Coordinator, Project Officer and Partner to prioritize project activities for quality monitoring.
- Ensure that communities are well oriented and know about and how to use Feedback and Response Mechanism.
- Ensure that all program standard are exhibited in selected sites in the project area.
- Establish an effective functional system for feedback handling and response mechanisms at community level with the support from MEAL Coordinator.



- Guide partner staff in conducting monthly/quarterly discussions with communities targeting different sub-groups to collect feedbacks for improving project service delivery.
- Assist in carrying out preliminary first inquiry report in case of serious nature of feedback filed by beneficiaries/communities and support for investigation and verification.
- Collect data for bi-annual response satisfaction survey under the supervision of MEAL Officer.

Child Safeguarding Responsibilities

- 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.

Others

- Responsible to undertake the project related tasks assigned by line manager.
- Work as a positive team member and contribute to objectives of SCI.
- Other activities as required by the project time to time.
- The candidate must have the flexibility of responsibility according to the project's need.

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 1 years experience in related field with relevant knowledge, skills and experience in data management related to DHIS2 System and HMIS system.
- Bachelor's Degree in computer science/ Health OR equivalent experience in Social / Development Sciences/Economics/ Information Technology or other related subjects.



- Must have Excellent skills and experience in using Microsoft Access, Excel and other databases
- Previous working experience of health data management and data analysis in INGO/NGO.
- 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.
- Willingness to travel to field offices and work in difficult environments according to travel requirements.
- English communication skills, both written and verbal.
- Excellent personal organisational skills, including time management, and ability to meet deadlines and work under pressure.
- Able to self-manage time effectively and execute plans independently.

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 : 8 July 2024 (Monday), 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.