



(Vacancy Announcement)

MEAL Officer- 1 Position

Job Level – (H.2)

Duty station – Mandalay, Myanmar

Duration: 7 Months- further extension conditional upon funding

VA :2025-HI-015

Organization:

Humanity & Inclusion (HI - registered as the Federation Handicap International) is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. HI works alongside persons with disabilities and people in need of support, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

In emergency, HI's mandate widens to target the groups most in need within any population taking gender inequities into account – from isolated rural communities, to persons with disabilities, to excluded minority groups – to ensure their equal access to appropriate relief aid. HI works to meet the needs and defend the rights of children, women, and men with disabilities.

Since its creation in 1982, HI has gone on to work in around 60 countries worldwide. Our work has benefited several million people.

Humanity and Inclusion in Myanmar

In Myanmar the first operations date back to 2008, following cyclone Nargis. The emergency response program closed at the end of the response operations. In 2013, HI reinstalled an intervention program, and focused on activities in its core sectors of interventions: promoting inclusion and responding to the needs of persons with disabilities including landmine victims.

HI's intervention in Myanmar and Thailand is based on 5 strategic pillars:

- **Emergency Response** – Basic Needs and Inclusive Humanitarian Action
- **Armed Violence Reduction** – EORE, Contamination Impact surveys and Victim Assistance Efforts
- **Inclusive Health** – Rehab, MHPSS, Early Childhood Development and Access to Services
- **Inclusive Preparedness** – Disaster Risk Reduction and Logistics Analysis
- **Inclusive Opportunities** – Inclusive Education and Inclusive Livelihoods

In 2024, the HI Myanmar / Thailand program will be integrated into the HI Southeast Asia program, gathering Cambodia, Lao, Vietnam and the Philippines.

For more information on the organization, please see:

- Humanity and Inclusion website: <https://www.hi.org/en/index>
- the online presentation of the organization: <https://www.youtube.com/watch?v=3p2OWI6T3AY&t=127s>
- Follow us on Facebook: <https://www.facebook.com/HIMyTh/>

Humanity & Inclusion encourages qualified people with disabilities or chronic illness and women to apply. We commit advancing inclusive workplace to remove barriers and to the full and equal participation in the workforce. We commit to provide equal employment opportunities, reasonable

accommodation in workplace to all employees and qualified applicants, regardless of Nationality, gender, religious and ethnic backgrounds, including people with disabilities.

Main objective of the position:

Reporting to the MEAL Manager, the MEAL Officer is responsible for ensuring the proper implementation of monitoring & evaluation, accountability & learning and information management systems on the projects in the geographical area(s) to which he/her is assigned.

Missions / Responsibilities

Mission 1: Operational implementation

Responsibility 1: Contributes and supports projects managers to implement the minimum project management processes described in Project Quality Policy (PQP) and guidelines.

- Under the supervision of the MEAL Manager, trains and supports project managers on the PQP/framework and its application to the program.
- Ensure the proper planning and implementation of essential project management processes for each project.
- Coordinate with the project manager to set up project quarterly review meetings, carry out them, and write them down, including actions.
- Contribute to the project proposal development in particular, beneficiary breakdown data and MEAL-related, and input donor report.

Responsibility 2: Is responsible for setting up systems for monitoring outcomes and for ensuring compliance with methodological standards when conducting surveys

- Ensures the systematic drafting of monitoring plans and the regular monitoring of project indicators and update all indicators status
- In close collaboration with the MEAL Manager, provide technical support to the project team, partners, and surveyors in monitoring methods and conducting surveys, including baseline and end-line surveys, participatory assessment, KAP surveys, key individual interviews, and focus group discussions. In particular, it supports the design of questionnaires and survey protocols
- According to the needs and monitoring plans, contributes to certain surveys or monitoring activities through supervision or direct implementation.
- Provide project data on a monthly and quarterly basis to support the Project Managers in tracking his/her project indicators (cf. PMBOX)
- Contribute to/ participate in project quarterly review with the presentation and provide feedback on activities and indicators that are inconsistent with the learning aspect
- Draft monitoring report of the surveys and assessment report

Responsibility 3: Participates in project evaluation and self-evaluation activities

- Facilitate/contributes at least once a year to project self-evaluations led by the project managers;
- Contributes to project evaluations led by internal or external evaluators.
- Contributes and supports MEAL Manager and Project Manager in the development of terms of references/protocols.

Responsibility 4: Contribution to the application of the mechanisms defined by the Programme MEAL Manager to provide accountability to affected populations

- In close collaboration with the MEAL Manager to organize workshop with project team and partner/population to establish accountability feedback complaint management system and develop action plan.

- Trains project team and partners, volunteers, and community workers on accountability mechanism to implement the system with together MEAL Manager
- Contributes to the design of awareness-raising tools/IEC material and informs the populations and partners about HI's accountability mechanisms;
- In close collaboration with the project teams, ensures that the HI's activities in the field are fully understood by the populations;
- In close collaboration with Project Managers and MEAL Manager to implement and follow up the developed action plan
- Provides regular feedback to the MEAL manager on the accountability mechanisms in place to enable the continuous improvement of interventions.
- Updates the received/collected feedback and complaint into the logbook and refer the cases to responsible focal point to treat feedback makers in a timely manner and follow up the mechanism
- Ensures the archiving and protection of data relating to the feedback and complaints management mechanism.

Responsibility 5: Contributes to learning and the continuous improvement of HI's interventions

- In close collaboration with the MEAL manager, defines or improves learning systems that are adapted to the context and ensure compliance with HI standards;
- Contributes to the analyses of the information collected and the knowledge produced to strengthen collective learning;
- Helps the project team to build and implement learning strategies in coordination with MEAL Manager
- Participates in the lessons learned workshops organized on its area of intervention
- Ensures the sharing of knowledge produced internally on the programme and more broadly at organization level by using HI Library.

Responsibility 6: Is responsible for the implementation of data and management system defined at programme level

- In collaboration with Information Management (IM) Senior Officer and MEAL Manager to develop database as required and ensures the recording and processing as part of the implemented activities, survey and assessment
- Contributes to the compilation of needs for data analyses and to the creation of dashboards for each project with together IM Senior Officer
- Assist Data Entry Clerk in daily work and contact with the IM Senior to build capacity if needed
- Conducts field visits to ensure correct data collection and provides training when needed.
- Ensures access to relevant internal and external operational information for all staff.

Others tasks related to MEAL expertise and program preparation

- Represents HI's MEAL and IM expertise in all relevant networks in his or her geographical area of intervention.
- Contributes to the programme's emergency preparedness actions and, in an emergency, adapts his or her working methods to contribute to an effective humanitarian approach by HI.

It is expected that the position holder will perform any other duties as required by the Line Manager that are commensurate with the position.

Due to the developing and volatile situation in Myanmar and emergency nature of the programmatic response, the position holder's responsibilities may evolve as per programmatic needs.

VA:2025-HI-015_MEAL Officer (Mandalay)

Duty Station	: Mandalay
Line Manager of the position holder for	: MEAL Manager
Position holder is Line Manager for	: N/A
Position holder is technical referent for	: N/A

Required Qualifications

Qualification:

- University degree, Bachelor's Degree in economics, development, social and data sciences or other relevant fields, with Post Graduate training in MEAL and/or Project planning and Management is required.

Experience:

- Minimum of 3 years of experience in Monitoring Evaluation Accountability Learning (MEAL), in the field of humanitarian aid, and development project management is required, preferably with an international INGO or NGO.
- Strong experience in executing needs assessments, planning, qualitative and quantitative surveys, and dissemination of findings, reporting is essential.
- Experience in information management system, data processing, data analysis, database management and data quality control is Preferable.
- Strong knowledge and practical experience in using mobile data collection (SurveyCTO), Power BI, dashboard, and other relevant software, as well as proficiency in MS Office Package (Excel, Word, and Power Point) would be strong assets.
- Experienced and skills in providing capacity-building training, good facilitation and communication skill would be great assets.
- Experience working in multidisciplinary context is an advantage.

Languages Skill:

- Good level in English and Myanmar languages, both in written and Oral is required.

HI SALARY RANGE SOCIAL BENEFITS:

Approximate Basic Salary: **(2,503,900MMK to 2,994,390 MMK)**

Social and Other benefits: HI Medical Reimbursement, 13 months bonus, Seniority bonus, Public Holidays, Leave benefits (Annual leave, Sick leave, Maternity leave, Paternity leave), Monthly Medical Allowance + Travel allowance, Communication allowance per month.

HI is committed to protecting children and vulnerable adults from harm. All staffs are expected to comply with the child Protection and PSEA Policies. Applicants for this position will be assessed regarding their suitability to work with children and vulnerable adults.

“HI is committed to maintaining a Non-Discriminatory work environment that values diversity and inclusion and offer Equal Opportunity for any employee or candidate regardless of race, colour, religion, sex, age, and disability, history of incarceration, marital status, sexual orientation, gender identity or expression. Qualified women are strongly encouraged to apply for this position.

The successful candidate will be required to complete a self-declaration form to help verify their suitability to work with children.

Send applications to: recruitment@myanmar.hi.org (CV + cover letter).

Please write: “VA: 2025-HI-015_MEAL Officer_ Mandalay” in subject.

Deadline for the submission: **11th May 2025 (5:00 PM) MMT.**

Only shortlisted applicant will be contacted for a written test and interview. Qualified applicants may be contacted on a rolling basis before the closing date, it is encouraged to apply early. After closing date, applications are not considered.

HI is an organization that takes a Zero Tolerance stance on sexual exploitation, abuse, harassment and intimidation, fraud and corruption. The selected candidate must agree to adhere to and respect these policies which are available on this link: <https://hi.org/en/institutional-policies>

HI has also set up a rigorous, transparent and inclusive mechanism for the escalation and management of complaints. Any report can be sent confidentially and securely to this email <https://secure.ethicspoint.eu/domain/media/en/gui/105781/index.html>.