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Karen Return & Reestablishment Committee (KRRC)  
ကရၢၣ်ပြၢၣ်လၢညၢဝၣ်ရောက်ရေးနှင့် ပြၢၢ်လၢညၢထူထောင်ရေးကော်မတီ  
Executive Office: No-59, Naung Karaing Village, Yai Thar Village Tract,  
Pa-an, Karen State E-mail:edkrrc44@gmail.com

## VACANCY ANNOUNCEMENT

The Karen Return & Reestablishment Committee (KRRC) is looking for qualified MEAL Coordinator.

|                             |   |
|-----------------------------|---|
| <b>Position Title</b>       | <b>: MEAL Coordinator*</b>                                |
| <b>Number of Post</b>       | <b>: 1 Post</b>   |
| <b>Duty Station</b>         | <b>: Pa-an</b>  |
| <b>Reporting to</b>         | <b>: Assistant Director (Program)</b>                     |
| <b>Application Deadline</b> | <b>: 03<sup>rd</sup> June, 2025 (as soon as possible)</b> |

**POSITION SUMMARY:** The MEAL Coordinator is responsible for overseeing monitoring, evaluation, accountability, and learning processes to maximize project impact, including data collection, analysis, reporting, and stakeholder engagement, while also supporting capacity building, collaboration, and knowledge sharing; the ideal candidate should have expertise in MEAL frameworks, data analysis, and donor reporting along with a relevant degree in Social Sciences, Statistics, or Development Studies.

### Key Responsibilities:

- Develop and implement MEAL frameworks, tools, and methodologies.
- Monitor program activities, assess outcomes, and evaluate impact.
- Establish accountability mechanisms, including feedback and complaint response systems.
- Collaborate with MEAL Coordinator and program managers to develop M&E plans aligned with KRRC expectations and partner requirements.
- Collect, analyze, and interpret data for decision-making and reporting.
- Prepare periodic reports, case studies, and success stories.
- Ensure compliance with donor requirements and organizational policies.
- Build the capacity of project staff on MEAL methodologies and best practices.
- Draft, revise, and ensure the accuracy of M&E tools and data collection procedures (e.g., logical frameworks, performance tracking, and databases).
- Propose strategies to enhance data use and demand among program staff.
- Conduct field visits to assess program progress and gather stakeholder feedback.
- Analyze data to evaluate program results against targets and track overall progress towards goals.
- Respond to donor, partner, and senior management data queries in a timely manner.

- Prepare and submit MEAL reports to internal and external stakeholders.
- Provide inputs for donor proposals and ensure high-quality report submission.
- Present findings and recommendations to teams, management, and partners.
- Deliver training on M&E concepts, tools, and methods to project staff.
- Assist in establishing log frames, M&E work plans, and setting targets during project proposal development and implementation.
- Collaborate with program teams, technical experts, and partners to ensure M&E integration.
- Review donor reports and ensure timely submission of high-quality reports.
- Compile and review monthly and quarterly reports from projects, providing feedback.
- Assist supervisors with additional tasks as assigned.

### **Qualifications:**

- Degree in Social Sciences, Statistics, Development Studies, or related field.
- Additional training or certifications in M&E or Project Management is a plus.
- At least 3-5 years of experience in MEAL within development or humanitarian programs.
- Experience in developing M&E frameworks and donor reporting.
- Proficient in data analysis tools (e.g., Excel, SPSS, Power BI).
- Knowledge of M&E software (e.g., KoboToolbox, DHIS2) is an advantage.
- Ability to speak Karen is preferred.
- Strong written and spoken English communication skills.
- Team-oriented with good communication and cooperation abilities.
- Able to work under pressure and adapt to changing situations.
- Willing to travel and work in remote areas.
- Committed to KRRC's values, principles, and policies, including health, safety, security, and equal opportunities.

### **Key Skills & Abilities:**

- Flexible and willing to adapt to changing work demands, including overtime or extended hours.
- Comfortable living and working in remote rural locations.
- Independent worker with the ability to collect and report accurate data.
- Strong interpersonal skills and respect for diverse ethnic backgrounds.
- Honest, trustworthy, flexible, and respectful in interactions with coworkers and the organization.
- Committed to KRRC's core values and policies.

### **Application Process:**

Interested candidates should address the application to Admin and HR Unit Manager, No-59, Naung Karaing Village, Yai Thar Village Tract, Pa-an or [krrca273@gmail.com](mailto:krrca273@gmail.com) with his/her Curriculum Vitae with three references, Cover letter, a photo taken within last six months and copy of certificate(s), additional training attended.

Deadline of Application

The all completed application should arrive by **03<sup>rd</sup> June, 2025**.

Only short-listed candidates would be contacted for interview.

**The Karen Return & Reestablishment Committee (KRRC) enforces a rigorous policy of zero tolerance towards Sexual Exploitation, Abuse, and Harassment of beneficiaries. Protection from Sexual Exploitation, Abuse, and Harassment (PSEAH) is a shared responsibility, mandating strict adherence by all staff to the Code of Conduct, which rigorously upholds PSEAH principles at all times, both within and beyond work hours. Familiarity with and strict adherence to this Code is non-negotiable for all personnel.**