

**Job location** : Pin Laung (Shan Base)

**Duration** : Up to December 2025 (Extendable base on budget)

**Vacancy opening date** : 3<sup>rd</sup> April 2025

**Vacancy closing date** : 21<sup>st</sup> April 2025

**Salary and Benefit** : 505 to 530 USD as per PUI salary scale

**(Payment will be made in MMK based on the prevailing monthly exchange rate)**

**(Food Allowance & other benefit packet such as leave, R & R, medical insurance etc, as per PUI Internal Staff Regulation)**

### **Première Urgence Internationale (PUI)**

Première Urgence Internationale is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilian victims of marginalization and exclusion, those hit by natural disasters, wars, and economic collapses, by responding to their fundamental needs. Our aim is to provide relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. Main sectors providing assistance to around 6 million people in 25 countries in Africa, Asia, Europe, Latin America, and the Middle East: Health, WASH, Food Security and Nutrition, Shelter and Economic Recovery.

PUI has been working for the people of Myanmar on health and related issues since 1984, as Aid Medical Internationale (AMI). The merger of PU and AMI in 2011 strengthened our ability to provide integrated, multi-sector approaches utilizing the combined organisations' experience resulting in more diverse programming and intervention possibilities. PUI's mandate to respond to emergencies remains a priority, while maintaining a longer-term development focus to adapt to the contextual needs of the population in Myanmar. Specifically, PUI has been running an HIV prevention activity for Key population in Yangon region for over 10 years, linked to a malnutrition prevention program. In Kayin, PUI focus on primary health care, nutrition, WASH activities. In Shan, PUI focus on SRHR activities for general population. Today, the mission consists of 7 projects.

### **Job Purpose**

Under the direct supervision of the **MEAL Coordinator**, strengthening of the Monitoring, evaluation, accountability, and learning (MEAL) systems, including tools and processes. S/he works in close collaboration with project managers, field Coordinator, program and MEAL Team to ensure the projects are in line with PUI's Program quality and MEAL framework. In doing so, He/ She shall supervise technical guidance to the MEAL Assistants and external enumerators.

In particular, the **MEAL Officer** will ensure consistent and quality data collection process including management of schedules, logistics and methodologies in coordination with data collection teams and other staffs. S/he will report on activities, accomplishments and results for donors' deliverables and reports including monthly, quarterly, annual, and other ad hoc reports.

### **Responsibilities**

#### **Overall responsibilities**

In cooperation with the **Yangon Coordination MEAL Team**, the **MEAL Officer** will assist development and implementation of the MEAL strategy and implement the Performance Monitoring Plan. including consolidation and follow-up data collection to monitor and measure the degree of achievement, outcomes and impact of activities,

community feedback mechanism and learning processes. S/he will also ensure alignment with the Program-Result Framework, timely information and feedback to project stakeholders and accurate and timely reporting to donors.

Under the direct supervision of MEAL coordinator, the MEAL Officer will help to identify sustainable approaches for strengthening in service training for partners/ clients. S/he will also implement, revise and manage the project M&E system from analysis of central data storage.

### **Technical Responsibilities**

- In close collaboration with **MEAL Coordinator** develop a MEAL plan, Performance Frameworks, Target setting, M&E, and data quality tools, Project Management Tracker (PMT) in accordance with PUI and donor's requirement.
- S/he will coordinate data collection, processing and verification of routine program monitoring data for regular update of PMT, supervise database operators of different projects and also responsible for quality data reported from field base and partners.
- S/he has to check, compile and analyze every reported figure, to give feedback to the bases regularly and to inform supervisors when abnormal results are suspected.
- With the specific attention to the mobile data collection tools, in close collaboration with project and technical teams, S/he will be responsible for the performing of the following tasks: Developing, Installing, Ensure synchronization, Training staff on use of software.
- Build/ reinforce/ maintain a data quality system that ensures that PUI is able to report quality information according to the definition of the Performance Framework Indicators.
- Routinely perform quality control checks of M&E work, overseeing the recording and reporting and lead efforts to improve and ensure data quality when necessary.
- To present monthly performance data with digital data visualization
- Assist MEAL Coordinator to organize survey design and planning, data collection and analyzing, and report preparation.
- S/he will have to complete tasks for meeting MEAL institutional targets and departmental workplan

### **Capacity building**

- In close collaboration with MEAL Coordinator, build the capacity of PUI and partners' MEAL teams by delivering trainings for better understanding of data entry, data collection, data analysis, problem solving, MEAL concept, skills and tools.
- Provide trainings on the MEAL system(s) to PUI and Partners' staff, and follow-up with technical support to improve data quality and data management for MEAL and Program teams
- Train staff on the IM Strategy and CFRM guideline and how to use the IM system(s) as well as CFRM system.
- Provide technical troubleshooting support to staff as necessary, in a timely manner, about the IM system(s) and mobile data collection technologies, acting as the focal point for all technical troubleshooting and support.
- Provide training to enumerators to enhance their understanding of survey questionnaires and the nature of the questions, and to conduct field level supervision.

### **Information Management and Reporting**

- Support the technical coordinators, project and program managers, and base coordinator in the design and implementation of base-specific Information Management system to store, analyze and disseminate information based on PUI needs.
- As relevant to the results of the IM Diagnosis, create computerized tools allowing faster M&E tracking and reporting and support the MEAL department in applying these new tools (also can apply for Programs to track project indicators).
- Consider and implement new methods to improve database management, such as using online and offline databases to improve data management.
- Implement the PUI Information Management strategy, and more specifically ensure the internal management of information, flows of information, Data Protection guidelines, and other operational requirements for the IM systems
- Work closely with the MEAL Coordinator to ensure consistency and inter-operability between different datasets and sources.
- Support the implementation of a document management system for archiving project data
- Contribute to the IM plan for new projects, considering Best Practices in data management and ease-in-use for the MEAL and Program teams

- Ensure data collected is well-organized and easily usable, e.g. clear and easily disaggregated into sex/gender, other required disaggregation – considering how the MEAL and Programs teams will need to analyze and report the data
- Ensure all data collected is consolidated into one central database to be used by programs and MEAL staff effectively, e.g., for Case Management
- Adapt the IM system(s) and strategy based on emerging needs and new programming requirements and indicators; and provide innovative ideas to ensure data collection and case management continues to be as efficient and smooth as possible.
- Verify, in coordination with the MEAL Coordinator, that data submitted in the reports are accurate.
- Producing the reports on monitoring indicators, project results, outcomes, and impacts according to projects performance reporting requirements.
- To ensure the MEAL Plan, Performance Frameworks, Target setting and data quality

### **Accountability and Learning**

- S/he is responsible to ensure well-functioning of the Complaint Feedback Response Mechanism (CFRM) system with the support for MEAL Manager and other MEAL staffs.
- S/he has to ensure that all stakeholders of projects to be fully aware of CFRM system and conduct regular meetings with beneficiaries and communities to get feedback
- S/he participate in on-site and post distribution monitoring exercises by closely coordination with project teams
- S/he make sure quality of CFRM database and visualization of the reports
- S/he will support MEAL and Project teams in conducting learning and review activities

### **Others**

- Coordinate and collaborate M&E efforts with clusters, stakeholders and other partners for reporting, information sharing and technical updates.
- Ensure that M&E tools are kept up to date in concordance with standard guidelines.
- Performs any other additional tasks that is assigned by supervisor.
- The tasks and responsibilities defined in this job description are non-exhaustive and can evolve depending on the project's needs

### **Requirements**

- Minimum three years' experience in Monitoring, Evaluation, Accountability and Learning processes
- Degree in relevant field, preferably public health, statistics, development areas.
- Advance knowledge of Excel as well as MS Office Package and Statistic software (SPSS, Access and/or STATA and/or Epi info)
- Knowledge of GIS Mapping tool is preferred.
- Knowledge of Mobile Data Collection Tools (Kobo, Commcare, Survey CTO) and Data Visualization Tools (Power BI, Tableau)
- Previous experiences in conducting surveys and assessments
- Good command in writing and speaking English
- Open mind, ability to think outside the box and find creative solutions
- Teamwork and team spirit with good sense of humor and work ethic
- Able to work under little supervision to complete tasks in timely manner
- Able to analyze and solve the problems, define and decide the priorities
- Able to communicate and coordinate with Donors and stakeholders.

Due to the specific work to Premiere Urgence Internationale (PUI) and according to his/her responsibility stated here, MEAL Officer is requested to stay at the organisation's disposal for any extra duties related to the work and this position and job description will be reviewed regularly in concordance with the development of the programs.

To Apply Online, please access via this link,

<https://docs.google.com/forms/d/1zbFhFGDUn8uNleXKdNjIGP9ly95a1UNnAtVMZGUKby4/edit>

- Applications from all origins, religion, gender, age, People Living with HIV
- Women and people with disabilities are encouraged to apply.
- Parents with small children can be provided with some flexibility. Every application will be reviewed as per the qualification, experience necessary for the position only.

**CV with cover letter and relevant certificates can be sent to:**

**Coordination office, No. (91-G1), Than Lwin Street, Golden Valley, (1) ward, Bahan Township, Yangon**

**(OR)**

**Shan Office, No. 48, Ngu War Street, Ayetharyar, Southern Shan State**

**Any difficulties when applying, please contact via phone call +95 9880893850**

Please mention the applied position in Subject if you send your application via email.

Only short-listed candidates will be contacted for next selection process.