

Job location : **Coordination Office**

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

Vacancy opening date : **4th April 2025**

Vacancy closing date : **21st April 2025**

Salary and Benefit : **1073 to 1127 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

The Deputy MEAL Coordinator will lead the strategic direction of the MEAL system of the mission and supervise the MEAL Team in accomplishing yearly M&E goals. S/he will support with implementing innovative changes that benefit the mission and lead to better outcomes overall. The Deputy MEAL Coordinator will support the mission in bringing greater synchronization to data collection tools and methodologies. S/he will ensure best practice for assessment and analysis of needs across PUI's mission in Myanmar.

In the current set-up (absence of MEAL Co position), s/he will work under the direct supervision of Deputy Head of Mission for Programs (DHoMP) and is the line manager of the MEAL Managers/Officers.

Responsibilities

- Conduct a comprehensive diagnosis on current MEAL systems at mission level with methodological analysis
- Design the MEAL strategy and framework for the mission including roles and responsibilities, team organization, protocols, tools and processes. Lead the process of developing necessary guidelines for the MEAL strategy
- Ensure participation of communities, humanitarian actors and other stakeholders are included in the

MEAL strategy

- Lead the effective transition of the designed MEAL framework by proposing and developing action plans in coordination with technical coordinators
- Make sure collected data are used to take appropriated operational decisions and to address contractual engagements with donors
- Ensures MEAL tools are adapted and properly use by programs. In collaboration with DHoMP ensures the transmission of relevant tools to program teams and to HQ
- Supervise the proper implementation of the complaint and feedback mechanism and support the program teams in resolving issues
- Coordinate data collection, processing, and verification, supervise database operators of different projects, and support with report writing when needed
- With the specific attention to the mobile data system tools, the MEAL Manager in close collaboration with the team and it will be responsible for the performing of the following tasks:
- Designing a structure using Mobile Data Collection tools (MDC Tools)
- Developing MDC Tools and ensuring synchronization between the data server and the data collection tools

Training and Capacity building

- Deploy PUI's MEAL training package for all MEAL staff and other relevant staff in country
- Develop program teams' capacities in her/his field of expertise: data collection and analysis (method, format, software etc.), measure of indicators, complaint and feedback response mechanism, do-no harm analysis, etc.
- Develop tailor training modules along with DHoMP for specific issues based on the complaint and feedback mechanism
- Provide program teams with a technical and methodological support for M&E activities, data management (questionnaire design, sampling, data entry, extraction of useful data and interpretation) and integration of cross-cutting issues
- Support program teams in creating or adapting tools for: indicators monitoring, impact monitoring (MEAL or M&E plan and survey tools) or risk analysis
- Identify technical training requirements and the resources available in the work area for his/her team

Monitoring And Evaluation of PUI Programs

- Propose and organize M&E tasks in collaboration with technical coordinators, field coordinators and project managers covering: post-intervention/distribution monitoring, internal evaluation (interim of final), cross-cutting issues (accountability, gender, do-no harm, etc)
 - Maintain monitoring indicators according to project performance report requirements (PMT, Indicator Tracking Table, PowerBI)
 - Validate accuracy of reports, analysis, maps and recommendations produced by the MEAL department or PMs before their dissemination
 - Assist the coordination team in the development of MEAL plans, Target setting, and data quality tools
 - Design quantitative and qualitative surveys and assessments (preparing questionnaires, guiding enumerators, facilitating focus group discussions, analysing data, and writing reports)
 - Analyse data and evaluate results achieved by programs and overall progress in achieving the program targets. Work in collaboration with DHoMP to identify problems in target achievement
 - Routinely perform quality control checks of M&E work, oversee the recording and reporting, and lead efforts to improve and ensure data quality when necessary
 - Responsibility to provide technical M&E guidance for innovation and technology, as required
- Contribute to terms of references for external evaluations and studies

Communication/Representation

- Coordinate and collaborate MEAL Team efforts with donors and other partners/stakeholders for coordination, reporting, data collection, and advocacy
- Validate and disseminate final versions of MEAL reports, studies and analysis produced by the department
- Improve PUI learning system, through the presentation of regular progress reports and lessons learn to programs

- Support the DHoMP and HoM for fundraising, negotiation and review of project proposals
- Convey information to the relevant person on any event having possible consequence on PUI's reputation, activities or the security of the teams
- Represent PUI when asked and/or delegated to do so
- Ensure that PUI is represented at all meetings or forums concerning her/his department

Accountability/Data Protection/Ethic

- Reinforce the data protection and data management at all level in coordination with the IT officer and MEAL team on the field
- Based on PUI ethics SOPs and humanitarian principles, ensure that the programs in Myanmar are implemented in a safe and dignified manner

Requirements

- Minimum 5 years' experience in MEAL sectors in design, implementation, monitoring, evaluation, and assessment of multisectoral projects.
- Degree in relevant field
- Minimum 2 years previous NGO experience
- Minimum 1 year managing MEAL staff
- Advance knowledge of Excel and MS Office Package as well as and Data Collection Tools such as Kobo Toolbox
- Knowledge of statistic software (SPSS, STATA, etc.), sampling methodology, and data analysis
- Good experience in data visualization process and presenting data dashboard (for example PowerBI)
- Excellent analytic, communication, interpersonal, writing, collaboration, problem-solving, planning/organizing, and facilitation skills
- Strong command in written and spoken English
- Teamwork and team spirit with a good sense of work ethic
- Able to work under little supervision to complete tasks timely manner
- Able to analyze and solve the problems, define and decide the priorities

Due to the specific work of Premiere Urgence Internationale (PUI) and according to his/her responsibility stated here, **Deputy MEAL Coordinator** 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/1zS_djLXbmDjbKId7JWYtSd2NTWs8OY1gqId8e9J_bd8/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

"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