

Vacancy Announcement (For Myanmar National Only)

Title:	MEAL Assistant
Location:	Nyaung-U
Contract Duration:	Until the end of January 2026 with a possible extension
Number of Positions:	1 Position
Report to:	Project Manager
Line Manager for:	Nil
Salary:	Above 300 USD
Closing Date:	31 May 2025

Organizational Background

Our organization founded by the active and young leaders in 2023 is a non-profit organization based in the middle dry zone of Myanmar with the main purposes of enhancing the accessibility of the community to a quality education, safe and thriving homes, resilient livelihoods with employment opportunities, healthy and nutritious diets and optimal health and nutrition services. Our organization strategically executes the missions on a broad spectrum of projects and activities focused on the empowerment and capacity building of young people and the development of the local community through sustainable livelihoods to achieve the desirable outcome in the community.

Our Values

ACCOUNTABILITY

We hold ourselves and our partners accountable for ethical conduct and integrity, acting responsibly for the benefit of the communities that we serve. We are responsible stewards of our financial resources and maintain a sustainable organization.

DIVERSITY, EQUITY, INCLUSION, AND RESPECT

To create an equitable and inclusive community, we value diversity in all forms, which is vital for advancing innovation, critical thinking, and solving complex problems. We maintain dignity and respect for the individuals and communities we work with and serve.

COLLABORATION, PARTNERSHIP, AND SHARING

We are stronger and have a greater impact by working together. We organize and support public and private partnerships to be a healthy community and society.

INTEGRITY

Honest, encourages openness and transparency; demonstrates the highest levels of integrity.

JOY

A fundamental part of a healthy life, joy fosters better health outcomes and is essential to the way we work.

Role Purpose

Under the direct supervision of the Project Manager, we are looking for MEAL Assistant to contribute to the MEAL component of the MPCA, shelter, and NFI project in Ye U and Wetlet for the swift recovery of earthquake and crisis-affected populations by strengthening their resilience and best practices on the way of response. He/she will be responsible to support the implementation of effective monitoring, evaluation, accountability, and learning systems for strengthening the quality, and impact of the project. This position holder will carry out data management functions including data verification, ensuring data quality, accuracy, validity, and reliability, conducting analysis, and data reporting under the direct supervision of Project Manager. He/she will support and communicate with the project teams to ensure the successful establishment and application of MEAL systems and plans in the respective implementing areas. The MEAL Assistant will support the Project Manager in proper and timely decision-making and program management.

Key Areas of Responsibilities

- Assist in tracking the progress against the indicators and project's log frame according to the developed system.
- Facilitate for proper implementation of the monitoring and evaluation plans coordinating with the project teams.
- Act as the data focal and handle all data management functions including checking the data quality, accuracy, and validity; performing cross-check and data cleaning, doing data entry, analysis, interpretation, and visualization.
- Conduct field monitoring visits and Post-Distribution Monitoring (PDM) to assess the quality and performance of activities and areas of improvement from the MEAL aspect.
- Coordinate with the project teams for better data quality and alignment with project indicators for monitoring and reporting purposes.
- Promptly report any monitoring findings to the Project Manager for learning and better decision-making.
- Support in the process of evaluations on indicators according to the organization and donor's requirements to assess program performance.
- Prepare and submit the data reports monthly, quarterly, and annually, as required for the assigned field office.
- Support for the capacity-building of project staff regarding data collection, data handling,

and data management.

- Generate insights and share the findings and lessons learned with the team to come up with a collaborative solution for the better revision of program implementation whenever necessary.
- Ensure effective communication with operational and technical line managers for MEAL-related matters.
- Lead in the establishment and effective implementation of the Monitoring, Evaluation, Accountability, and Learning (MEAL) plan and framework in line with the project's log frame.
- Coordinate and closely work with the other MEAL team members for the project monitoring and evaluation, specifically indicators and the expected outcomes.
- Undertake any other additional tasks assigned by technical or operational line managers.
- Fully comply with code of conduct, PSEA policy, child safeguarding, fraud & corruption, equal opportunities, and any other zero tolerance policies and procedures of organizations.

Requirements for this position

Academic Qualification

- University degree (Bachelor's or equivalent) in social science, computer sciences, or any other relevant field combination with a minimum of one year of experience in monitoring, evaluating, learning, and reporting.

Professional Experience and Skills

- Proven understanding of the working nature and exposure to the NGO/INGO sector in humanitarian/ development work.
- Good knowledge of MEAL concepts and data management including understanding of MEAL frameworks and log-frames, data collection methodologies, and data management.
- Require specific experiences and understanding of context in Northern Shan State, and ability to be assigned in the implementing townships of Northern Shan State.
- High-level computer literacy and strong IT skills including using web-based solutions and Microsoft Office.
- Mandatory for understanding and proven experience of working with databases, Microsoft Excel, and access.
- Desirable for knowledge and ability to use ODK and/ or KoBo Collect, PowerBI, and statistical software.
- Good interpersonal skills, strong communication and diplomatic skills, and ability to work within a multi-cultural team.

- Being able to travel to other office areas.

How to apply for

The successful candidates are encouraged to send their “[resume/curriculum vitae mentioning the three professional referees along with the cover letter](#)” to the following address.

Email address: recruitmentteam.hsf@gmail.com

Please write: “[MEAL Assistant_ MPCA/Shelter/NFI _052025](#)” in the subject.

Deadline: **31 May 2025, 5:00 PM (Myanmar Time)**

****Please note that only shortlisted applicants will be contacted for personal interviews. Applicants are encouraged to apply early as the contact will be made on a rolling basis before the closing date. Any applications after the closing date will not be considered. ****