

Name position:	MEAL Manager (1) Post
Reports to:	MPQ
Duty station:	Yangon/ Mandalay
Employee Duration:	6 Month
Post Date:	03- April-2025
Closing Date of Announcement:	17th April 2025

Purpose of the position

ZOA-Myanmar is providing humanitarian assistance and development aid for people affected by conflict or natural disasters. ZOA-Myanmar is funded by various donors on a project of Food security, Nutrition, WASH, Protection and Shelter. ZOA-Myanmar is increasingly working closer with local NGOs and National NGOs and is committed to work together with these partners to deliver services in good quality and timely manner. The MEAL Manager is managing 5-7 staff based in various places. The MEAL managers objective is to analyze project and program data and works on learning.

Main tasks and responsibilities

- Managing ZOAs MEAL Team to ensure that data-driven insights enhance project outcomes and organizational impact.
- Maintains and improves monitoring systems in ZOA Myanmar.
- Ensures compliance with ZOA and donor MEAL requirements
- Analysis of MEAL data to extract lessons learned to improve ongoing projects to enhance their effectiveness and impact.
- Design and management of project databases, MEAL tools and monitoring frameworks.
- Design and plan of quantitative and qualitative surveys and assessments in coordination and collaboration with consortium partners (preparing questionnaires, guiding enumerators, facilitating focus group discussions, analyzing data and writing reports).
- Reports to various clusters.
- Communicates with Programme Manager (PGM) and Manager of Programme Quality (MPQ) about the use of indicators in new project proposals Design monitoring plans and results frameworks in coordination and collaboration with partner organizations.
- Provide technical inputs to ensure that the project's indicators, outcome and goals are SMART.
- Improve, maintain and report on the CHS
- Documentation lessons learned.
- Foster open communication within the team to encourage collaboration, share insights, and address any issues promptly.
- Reporting – internal and external.
- Capacity building of ZOAs MEAL team and the MEAL teams of consortium partners – monitoring and data management.
- Responsible for supporting consortium partners to develop well-functioning complaints, response and feedback mechanism.

Required Experience and Skills

- Bachelor's degree in mathematics, statistics, data science or development relevant field.
- At least 5 years' experience in Monitoring and learning.
- Excellent Excel skills.
- Experience with CHS
- Highly analytical and strong critical thinking
- Good understanding of project cycle management, learning and accountability.
- Strong coordination and management skills.
- Excellent oral and written English communication skills.
- Willingness and capacity to travel to project areas.

Please send CV and cover letter in English, and three references by email to recruitment.cdn@zoa.ngo (please include the job title in the subject line)

The closing date for applications is **17th April 2025 at 17:00 pm**. Only short-listed candidates will be contacted. Interviews will be held on a rolling basis.