

Name Position:	MEAL Officer (2 post)
Reports to:	MEAL Coordinators
Duty station:	Yangon and Rakhine
Post Date:	24/6/2024
Contract duration:	1 July – 30 November 2024 (renewable based on funding and performance)
Position start:	ASAP

(Interviews will be held on a rolling basis; the position may be filled before the deadline)

Purpose of the position

The MEAL Officer plays an important role in the MEAL of a food, nutrition, and security project which is being implemented in project area. The MEAL Officer supports the Project Team to achieve the project outcomes, in compliance with project specifications, quality standards, and time.

Main tasks and responsibilities

- Coordination of monitoring activities - data collection, collation and analysis.
- Coordination is required with the project staff to obtain evidence regarding the project activities.
- Design and management of project databases, M&E tools, and monitoring frameworks.
- Design quantitative and qualitative surveys and assessments (preparing questionnaires, guiding enumerators, facilitating focus group discussions, analyzing data, and writing reports).
- Design monitoring plans and results frameworks.
- Provide technical inputs to ensure the project's indicators, outcome, and goals are SMART.
- Documentation lessons learned.
- Capitalisation project data.
- Reporting – internal and external.
- Capacity building data assistants and field staff – monitoring and data management.
- Responsible for complaints, response, and feedback mechanisms.

Required Experience and Skills

- Bachelor's degree in mathematics, statistics, data science or development relevant field.
- At least 4 years' experience in M&E.
- Excellent Excel skills.

- Good understanding of project cycle management, learning and accountability.
- Strong coordination skills.
- Excellent oral and written English communication skills. Local language skills are an asset.
- Experience working in Rakhine State is preferable.
- Willingness and capacity to travel in the project area.

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 **5 July 2024 at 17:00 pm**. Only short-listed candidates will be contacted. Interviews will be held on a rolling basis.