

Position Title: MEAL Officer (1 position)

Application deadline: 16 June 2025
(Interviews will be held on a rolling basis; the position may be filled before the deadline)

Position Location: Sittwe, Rakhine

Position Start: ASAP

Employment Type: 5 months (renewable)

Position End: 31 December 2025

ZOA provides **RELIEF** to people affected by conflict or natural disasters. ZOA contributes to a new perspective of **HOPE** in which people work together for a promising future in dignity and mutual trust. Together with the affected communities, ZOA works on the **RECOVERY** of their livelihoods.

Purpose of the position

The MEAL Officer plays a vital role within the MEAL team by coordinating with project team members to collect and update monthly monitoring data. Key responsibilities include regular data entry, data analysis, and sharing findings with the MEAL Coordinator to support informed decision-making by the project team. The MEAL Officer also works closely with the MEAL Coordinator to manage the project database and ensure that data quality control processes are effectively implemented. Additionally, the MEAL Officer supports the MEAL Coordinator in developing detailed monitoring plans to ensure the quality and accountability of project implementation. Overall, the MEAL Officer contributes to the achievement of project outcomes in alignment with the project's objectives, quality standards, and timelines.

Main tasks and responsibilities

- Ensuring the quality and effectiveness of the project through robust monitoring and evaluation activities, including data collection, collation and analysis.
- Conducting regular monitoring visits to project sites to assess progress, identify challenges, and document best practices.
- Preparing timely and accurate reports on project activities, outcomes, and impact.
- Coordination with the project team to obtain evidence regarding the project activities.
- Capacity building: Providing technical guidance to the project team on MEAL methodologies, tools, and data collection techniques.
- Designing and managing project databases, MEAL tools, monitoring frameworks, and result frameworks, ensuring indicators, outcomes, and goals are SMART.
- Designing quantitative and qualitative surveys and assessments (including preparing questionnaires, guiding enumerators, facilitating focus group discussions, analyzing data, and writing reports).
- Identifying lessons learned and recommending adjustments to project design and implementation

- Capitalizing on project data.
- Support in complaints, response, and feedback mechanism.

Other tasks

- Representing ZOA in meetings as required.
- Supporting other teams if required.

Required Experience and Skills

- Bachelor's degree in Mathematics, Statistics, Data Science, or a related field relevant to development.
- At least 4 years' experience in MEAL.
- Good knowledge of data collection and analysis, with proficiency in using statistical software such as Microsoft Excel.
- Good understanding of project cycle management, learning and accountability.
- Strong coordination skills.
- Excellent command of both English and Myanmar, both spoken and written.
- 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 **16 June 2025 at 17:00 pm**. Only short-listed candidates will be contacted. Interviews will be held on a rolling basis.