



SIDAW Social Development Association
Vacancy Announcement
(VA-SIDAW-HR 009/25)

Job Title	MEAL Officer
Number of Post	1 Post
Department/Project	MEAL
Duty Station	Rakhine State
Grade	D2
Report to	Senior MEAL Officer
Application Deadline	Wednesday, 26 March 2025 (5:00 pm)
Start Date	As soon as possible
Duration	12 months

SIDAW (Social Development Association) is a youth-led civil society organization which was organized and founded on 12th May 2019, with the aim to empower young people in Rakhine State for social change. SIDAW works with the most vulnerable communities affected by social and economic challenges, youth, and women from the marginalized communities and of course the minority people within the state. Our vision is a peaceful and prosperous Rakhine State where all communities are empowered to thrive. Our mission is to promote sustainable livelihoods, health, well-being, and peaceful coexistence among communities in Rakhine State through community-led development initiatives. SIDAW is focused on health, peacebuilding, livelihood, and youth capacity building. SIDAW is actively implementing programs in central and northern areas of Rakhine State.

Position Summary

The MEAL Officer plays a vital role in ensuring effective monitoring, evaluation, accountability, and learning process within the organization’s Health, Water, Sanitation, and Hygiene (WASH), and Protection sectors. Working under the supervision of the Senior MEAL Officer, the MEAL Officer will be responsible for designing and implementing robust monitoring and evaluation systems, collecting and analyzing data and information available, the MEAL Officer will contribute to the comprehensive situational analysis in our targeted areas, and will support learning, design, and adaptation of interventions in these areas.

Key Responsibilities

Monitoring and Evaluation

- Develop and implement monitoring and evaluation frameworks, tools, and methodologies specific to the Health, WASH, and Protection sectors.
- Regular collect, manage, and analyze data related to program activities, outputs, outcomes, and impacts.

- Conduct field visits and spot checks to ensure the quality and accuracy of data collection processes.
- Monitor project progress against indicators and targets, identifying any deviations and recommending corrective actions.
- Generate timely and accurate monitoring reports for internal and external stakeholders.
- Conduct the post distribution monitoring reports (PDM) accordance with planned timeline and guidelines.
- Regularly update all the program indicator performance trackers
- Ensure timely reporting on monitoring activities in line with work plans and project time line
- Regularly compile success stories and case studies from the field using appropriate guidelines
- Ensure high quality of quantitative and qualitative data by ensuring accurate data collection, data entry and analysis and interpretation of results.

Accountability

- Establish and maintain feedback mechanisms to ensure the active participation of beneficiaries and stakeholders in program design, implementation, and evaluation.
- Coordinate with program staff to ensure that complaints and feedback are effectively addressed and responded to in a timely manner.
- Conduct regular assessments of program accountability mechanisms and recommend improvements as needed.

Learning

- Facilitate the documentation and dissemination of lessons learned, best practices, and success stories from program interventions.
- Organize and facilitate learning events, workshops, and knowledge-sharing sessions for staff and partners.
- Train all SIDAW staff in the use of relevant tools to collect and report key program activity data on time.
- Support the Senior MEAL Officer in conducting evaluations, assessments, Survey and research studies to generate evidence for programmatic decision-making.
- Assist in the conduct of specific data and monitoring training for program staff when needed.
- Support program team in capturing and documentation of lessons learned and best practices.

Capacity Building

- Provide technical support and guidance to program staff on MEAL-related activities, including data collection, analysis, and reporting.
- Conduct training sessions and workshops on MEAL concepts, tools, and methodologies for staff and partners as needed.
- Support program staff in conducting participatory monitoring activities using a varied suite of tools that will ensure that implementation results are captured.

Reporting

- Assist the Senior MEAL Officer in the MEAL reports to program staff.
- Contribute to donor report writing by ensuring that data is available and updated, including those from partners.
- Report any changes in locations targeted for each project, including updates in population data including in partners' locations.

Skills and Requirements

- Bachelor's degree in a relevant field such as Monitoring and Evaluation, Data Sciences, Social Sciences, and etc.
- Minimum of 2-3 years of experience in monitoring, evaluation, and learning within the humanitarian or development sector, with a focus on Health, WASH, and or Protection programs.
- Strong knowledge in designing and implementing MEAL frameworks, tools, and systems.
- Strong analytical skills with the ability to collect, manage, and analyze quantitative and qualitative data.
- Excellent communication and interpersonal skills, with the ability to work effectively in a multicultural team environment.
- Proficient in Microsoft Office Suite.
- Good English language skill (both oral and written).
- Have ability and motivation to travel and work long continuous days in remote IDP camps/ remote villages in Rakhine States.

Competencies

- Strong leadership skills and team management skills. Adaptable, flexible, and mature in judgment. Good assessment, analytical, planning and reporting skills. Have ability and motivation to travel by local vehicles and work long continuous days in remote villages in Rakhine coastal regions. Respect and regard SIDAW's policy and procedures. Understanding medical ethics and patient education. Good practice on Microsoft 365.

Application Instructions

Candidates should submit their application including Curriculum Vitae/Resume and a one-page Cover Letter explaining your interest in the position and why you are eligible. Applicants must also provide contact information of TWO professional references. The deadline for submitting application and related documents (Microsoft Word or PDF Version) is by **Wednesday, 26 March 2025 (5:00 pm)** to recruitment@sidaw.org.

Applications will only be accepted online and ensure to mention the applied position title "**MEAL Officer_VA-SIDAW-HR 009/25**" in the Email subject. Application received after the closing date and time will not be considered. Only short-listed candidates will be contacted for interview. Telephone queries will not be answered.

SIDAW's Value

- SIDAW has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.
- SIDAW is an equal opportunities employer. We welcome applicants from all qualified candidates regardless of race, ethnicity, origin, religion, age, gender, sexual orientation or disability.
- To improve the gender balance within the organization, qualified female candidates are strongly encouraged to apply for.