



## Career Opportunity: Monitoring, Evaluation, Accountability and Learning (MEAL) Officer

The post is to be based in **Yangon** and opened to **Myanmar National** and advertised nationwide.

**Oxfam** is a leading International NGO with a worldwide reputation for excellence and over 70 years of experience. It's not unfortunate that people live in poverty. With enough wealth in this world to go around it's unjustifiable. It's not just their problem. It's ours too. Our humanitarian, development and campaigning projects change lives around the world, and with the right support, we can beat poverty and injustice. Thousands of people already commit their time and talents to our campaigning, humanitarian and long-term development projects. Now we're looking for yours.

<b>The role:</b>	To lead the implementation of effective and coordinated MEAL systems for the Kyuak Phyu Economic Justice projects to support quality delivery as per Oxfam standards.
<b>Level:</b>	National, D1
<b>Employment term:</b>	Fixed – Term (until 28 <sup>th</sup> February 2017)
<b>Report to:</b>	Project Manager with matrix managed by MEAL coordinator in Yangon.
<b>What we offer:</b>	Respectful and empowered working environment, Life insurance, Medical+ dental + optical benefits, Competitive salary and Career advancement opportunities, Generous leave entitlement

### KEY RESPONSIBILITIES:

#### To implement project MEAL systems in accordance with Oxfam standards

- To define specific processes, methodologies and tools for planning, monitoring, evaluation, learning, accountability and reporting in line with Oxfam minimum requirements;
- Develop systematic approach that supports identifying, capturing, sharing, applying and creating knowledge, analysing and documenting how change is happening within programmes, as well as making knowledge accessible and usable for partner organizations and Oxfam. The focus is on qualitative demonstrations of change.
- Conduct regular monitoring and capture output level indicators of Oxfam's work
- To monitor implementation of systems, processes and tools ensuring quality and consistency in MEAL and reporting;
- To define, apply and follow-up the policies, manuals and guides on Monitoring, Evaluations, Learning and Accountability of Oxfam to ensure their implementation with sufficient quality in all countries;
- To ensure that all processes, methodologies and tools are gender sensitive and capture gender transformative changes;
- Support and organise collection of success stories, case studies and photos of activities for knowledge management.

#### To ensure capacity building of Oxfam partners in MEAL

- To provide technical assistance to support partner to improve monitoring, evaluation, accountability and learning systems and processes; in particular in the collection of quantitative & qualitative information from various sources;
- To provide technical assistance to support partner in data management;

- To coach and mentor and/or provide technical assistance for capacity building of partner in monthly reporting;
- Participate in/provide training to partner organizations on, data quality, gender integration in M&E, accountability etc. together with other Programme Teams.

#### **To provide analysis and presentation of MEAL data**

- To ensure collation, analysis and presentation of MEAL information from partners and Oxfam;
- To verify MEAL data received from partners and project staff and investigate inconsistencies;
- To compile project monitoring data into overall reports reflecting activities, outputs and outcomes in order to guide management decision making, provide accountability to stakeholders, share learning and demonstrate impact;
- To coordinate and support project learning events;
- To feed back to project managers on progress towards programme objectives and MEAL;
- Assist project manager in organizing M&E reports related to the programme/projects activities to be submitted to donors;
- Support Program Manager and MEAL Coordinator as required & agreed.

#### **SKILLS AND COMPETENCE:**

1. Knowledge and experience of establishing and maintaining effective monitoring and evaluation systems for development projects
2. Experience of gathering, analysing and presenting quantitative and qualitative data
3. Proven experience and ability to work effectively with others – strong interpersonal and capacity building skills
4. Excellent facilitation, mentoring and training skills
5. Good organisational skills including accuracy, consistency, attention to detail and patience
6. Ability to show perseverance, tenacity and the ability to work under pressure
7. A strong focus on results – sets goals, plans and prioritises effectively, monitors quality and progress of work against plans, establishes high level of performance and sets an example to others
8. Good written and verbal communication skills in English and Burmese
9. Commitment to Oxfam's values

**Closing date:** 30<sup>th</sup> September 2016, 5:00 PM

**How to apply:** Please state applied position in email subject line and send CV and cover letter to Human Resources Department through [myanmarhr@oxfam.org.uk](mailto:myanmarhr@oxfam.org.uk)

**(OR)**

Oxfam office, No. 34, Corner of Aung Taw Mu Street and Golden Hill Avenue Street, Golden Valley Ward 2, Bahan Township, Yangon, Myanmar.  
Phone: +95 (0)1 539986, 539987, 539958, 539189 and 504918

**Detail and complete job profile is available upon request.**

We regret that only short-listed applicants will be contacted.

**Oxfam is committed to equal opportunities and diversity. We welcome and encourage applications from women, minority and underrepresented groups.**

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