



Monitoring, Evaluation, Accountability and Learning Coordinator (2 positions)

Employment Term: Fixed-term (until 31 May 2020)

Level: National, C2

Location: Yangon, Myanmar

Closing Date: 8 May 2019



Oxfam is a global movement of people working together to end the injustice of poverty. That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like land rights, climate change and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.

We are an international confederation of 19 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#)

Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

Note: All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks.

The Role

Oxfam in Myanmar is looking for **Monitoring, Evaluation, Accountability and Learning Coordinator**.

The purpose of this role is to take specific responsibility for a small portfolio of Humanitarian and Resilience or economic justice projects, ensuring they have effective MEAL systems, working with partners and project managers to collect data, undertake analysis and ensure findings inform project implementation.

Our role will require a range of skills and experience.



Job Responsibilities

- Ensure effective planning and implementation of monitoring, evaluation, accountability and learning for humanitarian, resilience and economic Justice projects together with project managers and partners
- Develop and implement a calendar of MEAL events for a portfolio of projects
- Together with programme staff, lead the design of MEAL frameworks and action plans for humanitarian, resilience and economic Justice projects
- Lead in designing and facilitating an annual programme learning event, and smaller project reviews.
- Design and lead baseline/mid-term/end line, post distribution monitoring (PDM), KAPs and other surveys and internal project evaluations as required
- Perform quantitative data analysis, interpretation, triangulation, visualization, dissemination (graphs), presentation and reporting
- Work with project staff and partners to develop regular monitoring processes including establishing beneficiary databases and required data collection tools.
- Commission external evaluators and other consultants as required
- Conduct regular physical monitoring of the assigned projects
- Perform data quality assessment to verify the quality of reported data of partner organizations for key performance indicators and support data management systems.
- Lead the development and implementation of a mechanism for accountability to beneficiaries.
- Provide MEAL technical support to partners and relevant staff, ensuring MEAL data is translated into clear information that can be used to inform decision making.

Job Requirement

- Minimum of 3 years of working experience in designing and implementation of MEAL in humanitarian, resilience and rights based-development programme
- At least degree level in social sciences, statistics, international development, mathematics, international relations or other relevant fields.
- Demonstrated technical skills in monitoring and evaluation including developing MEAL frameworks, designing and undertaking data collection, analysing quantitative data, and reporting.
- Demonstrated commitment to using documentation and MEAL to learn from programmes, and applying this to improving Oxfam's overall impact.
- Strong technical understanding of quantitative, qualitative and mixed methods
- Strong knowledge of ICT4D and familiarity with associated web-based platforms and applications
- Strong knowledge and application of statistical software is an advantage
- Experience in establishing community feedback mechanisms
- Strong facilitation skills such as workshops/ FGDs and experience in building capacity of varied stakeholders
- Ability to manage multiple priorities, work under pressure and deadlines.
- Ability to communicate and influence effectively with teams and individuals.
- Good written and verbal communication skills in English and Burmese (Jingpaw, Rakhine and/or Basic knowledge of Chinese is an advantage)
- Ability and willingness to undertake extensive travel in the country
- Willingness to work on sensitive programming across conflict areas within Myanmar, including Rakhine and Kachin
- Commitment to Oxfam's overall goals and values, including a strong commitment to gender, diversity, inclusion, capacity building and rights based approaches.

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 (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

To view the full job description please click [here](#) (OR) Detail and complete job profile is available upon request.

Find out about everything we do, please click [here](#)

Get a feel of what it is like to work at Oxfam, please click [here](#)

Find out more about our pay & benefits, please click [here](#)