OXFAM

Career Opportunity: Monitoring, Evaluation, Accountability and Learning (MEL) Coordinator

The post is to be based in Yangon and opened to Myanmar National and Advertised worldwide.

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.

The role:	Lead, strengthen, and provide strategic direction to Oxfam Country Program's overall Monitoring, Evaluation, Accountability and Learning (MEAL) Policies and Procedures, ensuring cross-learning among projects, creating systems for accountability to beneficiaries, donors and other stakeholders, and manage and build the capacity of Oxfam's MEAL team. To take specific responsibility for a small portfolio of Humanitarian and Resilience projects, ensuring they have effective MEAL systems, working with partners and project managers to collect data, undertake analysis and ensure findings inform project implementation.
Level:	C 2, National
Employment term:	Fixed - Term (until 30 October 2019)
Report to:	Program Quality Manager
What we offer:	Respectful and empowered working environment, Life insurance, Medical+ dental + optical benefits, Competitive salary and Career advancement opportunities, Generous leave entitlement

KEY RESPONSIBILITIES:
Overall Country MEAL Management (40%)
- o Manage the MEAL team in leading the planning and implementation of monitoring, evaluation, accountability and learning for all projects, to enhance the quality of the work and that Oxfam's minimum standards are met or exceeded.
- o Provide technical guidance, coaching and mentoring to Senior MEAL Officers (both regular data collection, outcome monitoring, analysis and presentation/utilisation of data) as well as supporting their abilities to facilitate learning processes and workshops
- o Ensure MEAL work follows a 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 intended partner organizations and Oxfam
- o Develop and conduct capacity building for MEAL, program staff and partner staff, with the support from the Programme Quality Manager.
- o Participate in project design processes and develop MEAL frameworks and approaches for new projects
- o Review and feedback on all baseline, midterm, end line and evaluation reports developed by senior MEAL officers and external consultants.
- o Regularly review, assess and improve MEAL tools and processes to ensure greatest effectiveness, efficiencies and compliance with donor requirements
- o Ensure adherence to the implementation of MEAL activity plans across all projects
- o Ensure differences due to gender is integrated into all MEL Frameworks to measure the difference between women, girls, boys and men.
- o Staff management and mentoring of Oxfam's MEAL team
- o Develop and implement organisation-wide Accountability to beneficiaries mechanisms

- o Responsible for leading Oxfam's annual global output reporting for the Myanmar office, aggregating beneficiary data from all Oxfam's projects
- o Be an active member of the Programme Quality Team, acting as Programme Quality Manager when required

Humanitarian respond and Resilience (60%)
- o Together with programme staff, lead the design of MEAL frameworks and action plans for 2 -3 humanitarian and resilience projects
- o Work with project managers and partners of 2-3 humanitarian and resilience projects to ensure the implementation of effective Monitoring, accountability and learning.
- o Design and implement KAPs/baseline/mid-term/end line, Post Distribution Monitoring, other surveys and evaluations as required
- o Detailed Data Analysis, interpretation, triangulation, visualization, dissemination (graphs), presentation and reporting for humanitarian and resilience projects.
- o Work with project staff and partners to develop regular monitoring processes including establishing beneficiary databases
- o Conduct regular physical project monitoring of 2 -3 projects
- o Perform data quality assessment to verify the quality of reported data for key indicators and the ability of data management systems.
- o Implement a mechanism for accountability to beneficiaries and monitor the mechanism is functioning within projects.
- o MEAL support to partners and staff, ensuring MEAL data is translated into clear information that can be used to inform decision making

SKILLS AND COMPETENCE:
- o Demonstrated commitment to using documentation and MEAL to learn from programmes, and applying this to improving Oxfam's overall impact.
- o Strong knowledge and understanding of MEAL management and leadership at a strategic level
- o Education to at least degree level in social sciences, statistics, international development, mathematics, international relations or other relevant field.
- o Minimum of 3 years' experience in a senior level of Monitoring, Evaluation, Accountability and Learning Mechanism.
- o Demonstrated monitoring and evaluation technical skills, including developing MEAL frameworks, designing and undertaking data collection processes, Analysing qualitative and quantitative data, and reporting.
- o Strong technical understanding of quantitative, qualitative and mixed methods
- o Strong knowledge of ICT4D and familiarity with associated web-based platforms and applications
- o Experience in establishing community feedback mechanisms
- o Strong facilitation skills and experience in building capacity of varied stakeholders
- o Experience in working in multi-sectoral programmes and ability to manage multiple priorities, work under pressure and deadlines.
- o Have a high level of self-initiative and use critical thinking skills to identify and fill gaps in MEAL.
- o Ability to communicate and influence effectively with teams and individuals.
- o Good written and verbal communication skills in English and Burmese
- o Ability and willingness to undertake extensive travel in the country
- o Commitment to Oxfam's overall goals and values, including a strong commitment to gender, diversity, inclusion, capacity building and rights based approaches
- o Willingness to work on sensitive programming across conflict areas within Myanmar

Closing date: 19 October 2018, 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

(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

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

Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of screening checks.

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