



Equality Myanmar

Vacancy Announcement

Job Title: Program Monitoring, Evaluation, Accountability, and Learning (MEAL) Coordinator

Job Type: Full-Time Contract

Location: Chaing Mai, Thailand

State Date: 1 January 2025

Summary

Equality Myanmar (EQMM) is a local NGO dedicated to promoting the human rights of people from Myanmar through human rights education and advocacy. EQMM was founded as the Human Rights Education Institute of Burma (HREIB) in Thailand in 2000 and was renamed and re-located to working exclusively inside Myanmar in 2013.

Some of what you'll do:

- Ensure M&E Data Analysis, Management, Entry and M&E reports are timely produced.
- Keep all activity documents systematically in both electronic and hardcopy formats.
- Coordinate with other departments to ensure compliance of the organization's policies and procedures.

This position is open only for Myanmar Nationals.

Qualifications

Required:

- Must be Myanmar Nationality
- Fluency in English (written and speaking). Proficiency in Thai and/or Myanmar is a strong asset.
- An International University degree and preferably in a relevant subject area (statistics, monitoring & data management, Human Rights, political/social science and development or a related field) – a technical degree together with additional relevant work experience may substitute for education;
- A minimum of 5 years' experience in a similar role and responsibilities.
- Leadership experience and proven technical skills in setting up quality MEAL system that leads to evidence-based decision-making for multi-donor funded programs
- Demonstrated ability to transfer knowledge to diverse audiences through training, mentoring, and other formal and non-formal methods together with strong presentation and reporting skills;
- Strong management and social skills and proven track record to work with diverse working environment;
- Self-motivated with excellent organization, planning, and analytical skills - able to work without close supervision, including prioritizing work and multi-tasking;
- Outstanding organizational and problem-solving skills.
- Knowledge in Office Word and Microsoft Excel and relevant M&E tools mentioned in JD.
- Enthusiastic to learn and share experiences.
- Must be able to plan, prioritize, and manage their own activities and office workflow even when working under tight deadlines and during stressful periods.
- Ability to work with challenging and conflict-sensitive environments.
- Ability to establish, maintain, and foster cooperative working relations with relevant stakeholders.
- Ability to communicate clearly and concisely both written and oral in English and must have effective communication, mobilization and problem-solving skills.

- Must be willing and able to adapt to changing work requirements and priorities that may require overtime or extended hours.

Desired:

- Strong demonstrated understanding about human rights
- Creative, self-motivated, and a critical thinker
- High level of communication and teamwork
- Respect for diversity and sensitivity to other cultures
- Flexible, willing to learn new skills, able to work under pressure and respect deadlines, and a team player

What we are looking for:

- Strong and effective communicator, both written and verbal, with excellent interpersonal skills
- Ability to work independently as well as maintain a positive working relationship with colleagues
- Perform multiple tasks under tight deadlines while maintaining accuracy and quality
- Strong attention to detail and follow-through

Salary and Benefits

- Competitive local salary commensurate with experience
- Monthly stipend for healthcare coverage
- 13-month salary based on result of staff annual performance with the availability of funds
- Opportunities to participate in periodic professional and relevant development trainings and conferences

How to apply

Interested and qualified candidates should send a cover letter, CV, and relevant supporting documents to the Human Resources Officer at ahc.egmm@protonmail.com no later than **5 pm, Thailand, 22 December 2024 (Sunday)**.

We are looking for evidence that you have the skills, experience, and abilities indicated in this announcement. Information you provide will be used for deciding who'll be selected for the next step in our process. Successful candidates will need to be willing to provide two names and contact information for professional references before an official offer can be made.

Only shortlisted candidates will be contacted for an interview.

Program Planning, Monitoring, and Evaluation	45%
<ul style="list-style-type: none"> • Develop and maintain the reliable MEAL database system, and uploads M&E data into the MEAL Dashboard through data entry (both quantitative and qualitative) and data management. • Monitor all the program's activities plan, implementation and M&E data on program One Drive folder and report to Program Development and MEAL Manager. • Update, maintain and monitor all project logframes through data entry and management, and revise the logframes if there is a change in planned/original activities by program team and then report to Program Development and MEAL Manager for further action. • By using Power BI and M&E Data Analysis tools, provide analysis of projects and program MEAL data and its quarterly report to Program Development and MEAL Manager, Executive Director, Program Manager and Program Coordinators (Program Team) in quarterly interdepartmental meetings and all staff meeting. 	

- Collect the projects milestone deliverables from the relevant program coordinators in the accordance with projects milestones and its deliverables schedules, and provide them to the Program Development and MEAL Manager.
- Collects and analyzes data to evaluate the output, outcomes and impact of project activities by using M&E frameworks and submit to Program development and MEAL manager.
- Coordinate with the program staff to ensure successful implementation of MEAL tools and methods including data gathering and activity reports.
- Prioritize, and follow Donors' Compliances, Donors' MEAL and reporting deadlines, EQMM's rules and regulation.
- Observe all the activities including training, workshops, subgrants and meetings to understand and reflect the project activities' implementation objectives, strategies, styles and methods in MEAL perspective. Prepare and report the summary findings and MEAL report that must be included into the projects/program quarterly report.
- Provide training session to Program / Project Staff and partners on MEAL when required.
- Coordinate with program/project staff and external evaluators for project end evaluation purpose including Internal MEAL sessions.
- Produce the midterm and annual MEAL interviews (FGD, survey, etc) plan in consultation with Program Development and MEAL Manager.
- Lead the program's midterm and annual Monitoring and Evaluation Workshop.
- Conduct in-depth interviews, and focus group discussions in the internal program's follow-up meeting, mid-term evaluations, and project end evaluations (end-line surveys) in coordination with the Program Coordinators.
- Produce and conduct the baseline and end-line survey questions for new projects by using data collection applications (SurveyMonkey, Kobo toolbox and etc.)
- Compiles success stories, lessons learned, and best practices based on past program implementation and/or relevant sources on EQMM's strategy in the quarterly report, and provide each project's activity reports as the supporting documents along with quarterly report submission

Program Reporting

45%

- Collect, review, and verify the activity reports on program One Drive folder from the program staff, and follow-up for overdue reports and clarification on results.
- Maintain the reporting database system in a good order under the supervision of Program Development and MEAL Manager.
- Develop and amend the reporting format internally (activity report, campaign report, staff development course completion report, etc.) when required in consultation with the Program Development and MEAL Manager.
- Write/Draft M&E Outputs and Immediate Outcome levels according to the format from Program Development and MEAL Manager.

PROGRAM ADMINISTRATION, COORDINATION, AND NETWORKING

10%

- Participate and contribute to regular annual planning, evaluation meetings, and monthly program team meetings. Providing feedback and recommendations for successfully fulfill the committed activities in MEAL perspective as necessary.
- Submit a weekly individual timesheet to Program Development and MEAL Manager and update a work calendar by using Google calendar before the 2nd working day of every month.
- Participate in regular staff meetings and organizational activities.
- Act as a focal person for assigned attending training and submit the training notes, including the action plan to the Program Development and MEAL Manager.
- Meeting note and Reports need to write in English, including translation from Burmese to English language.
- Represent EQMM at external stakeholder meetings/ workshop / coordination processes as MEAL focal in consultation with Program Development and MEAL Manager.

OTHER DUTIES:

Undertake any other organizational tasks that may be assigned from time to time.

Confidentiality clause:

Ensure that the employee strictly follow the organizational confidential policies (sharing organizational information and confidential facts externally without supervisor approval). This obligation applies both during and the termination of employment.