



# Equality Myanmar

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## **Vacancy Announcement: Program Monitoring, Evaluation, Accountability, and Learning (MEAL) Officer**

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

**Job Type:** Short Term contract

**Location:** Chiang Mai, Thailand

**State Date:** 15<sup>th</sup> May 2025

**This position is open only for Myanmar Nationals.**

### **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:**

- Maintain the reliable MEAL database system, and upload M&E data into the MEAL Dashboard through data entry (both quantitative and qualitative) and data management, as guided.
- Support the monitoring of program activities against the plan, implementation, and M&E data on the program's shared drive, and report findings to the Program Development and MEAL Manager.
- Update project logframes through data entry and management, and flag any discrepancies or proposed changes in planned activities to the Program Development and MEAL Manager.
- Utilize Power BI and basic M&E data analysis techniques to provide initial analysis of project and program MEAL data for quarterly reporting to the Program Development and MEAL Manager.
- Collect project milestone deliverables from relevant program coordinators according to project schedules and provide them to the Program Development and MEAL Manager.
- Collect, review, and verify activity reports on the program's shared drive from program staff, and follow up on overdue reports and request clarifications on results.
- Maintain the reporting database system in good order under the guidance of the Program Development and MEAL Manager.
- Support the development and amendment of internal reporting formats (activity reports, campaign reports, staff development course completion reports, etc.) as needed, in consultation with the Program Development and MEAL Manager.
- Draft M&E Outputs and Immediate/Intermediate/ultimate Outcome level information according to formats provided by the Program Development and MEAL Manager.
- Participate and contribute to regular annual planning, evaluation meetings, and monthly program team meetings, providing feedback and recommendations from a MEAL perspective as needed.
- Act as a focal person for assigned training, and submit training notes, including any action plans, to the Program Development and MEAL Manager.
- Prepare meeting notes and reports in English, including translation from Burmese to English as required.

## **Qualifications**

### **Required:**

- Must be Myanmar Nationality
- Bachelor's degree in a relevant field (e.g., social sciences, development studies or art in English language)
- At least two years of experience in monitoring, evaluation, accountability, and learning (MEAL) including practical knowledge and concept of using Outcome Harvesting tools, Sense maker tools and Participatory Monitoring and Evaluation tools (PMEL).
- Experience with data entry, analysis and management in English language.
- Good skills in data analysis and visualization (e.g., using tools like Excel and Power BI).
- Familiarity with data collection methods (surveys with kobo toolbox, FGDs, interviews).
- Good written and verbal communication skills in English
- Ability to work collaboratively with team members
- Organizational skills and attention to detail.

### **Desired:**

- Strong demonstrated understanding about human rights
- Creative, self-motivated, and a critical thinker
- Respect for diversity and sensitivity to other cultures
- Flexible, willing to learn new skills, able to work under pressure, 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 Multi-racial citizens
- 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
- Opportunities to participate in periodic professional 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.eqmm@protonmail.com](mailto:ahc.eqmm@protonmail.com) no later than 5 pm, Thailand time, on 11 May 2025.

We are looking for evidence that you have the skills, experience, and abilities indicated in this announcement. The 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 interview.