

**Vacancy Announcement**  
**Ref No: MAUK-VA-020/2022**

<b>Job Title:</b>	MEAL Coordinator
<b>Department:</b>	Programme
<b>Location:</b>	Sittwe
<b>Salary:</b>	1,200,000 MMK per month
<b>Reports to:</b>	MEAL Manager
<b>Line Management responsibility:</b>	Yes
<b>Budgetary Responsibility:</b>	No
<b>Vacancy Opening Date</b>	17 <sup>th</sup> October 2022
<b>Vacancy Close Date</b>	30 <sup>th</sup> October 2022
<b>Child safeguarding level:</b>	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>
<b>Job Purpose:</b>	<p>The post holder will support the MEAL Manager in the implementation of related MEAL activities, including field monitoring, data collection, database management and analysis, implementing post-distribution monitoring (PDM) as well as being the focal point for Community Response and Feedback Mechanism CRFM) for target villages and camps. S/he will support all efforts for promoting a high level of beneficiary accountability and data entry.</p>
<b>Key Accountabilities:</b>	<p><b>Monitoring, Reporting, Evaluation &amp; Learning</b></p> <ul style="list-style-type: none"> <li>• Work with the project teams to ensure documentation of Programme learning initiatives and outcomes (monitoring visit, case studies, photos, lessons learnt, most significant change stories, etc)</li> <li>• Support and work with communities through established institutional structures to enhance capacity, ownership, participation in the project.</li> <li>• Monitor activity implementation progress against objectives and work plans</li> <li>• Ensure timely submission of high-quality reports to the MEAL Manager.</li> <li>• Participate in the documentation and dissemination of this learning to other team members to ensure that good practice is understood and adopted, and information exchanged.</li> <li>• Support MEAL Manager to conduct quarterly monitoring activities</li> <li>• Support the program team and MEAL manager to track project indicators on monthly and quarterly basis</li> <li>• Perform any other duties assign by your Line Manager</li> <li>• Maintaining updated record of all electronic and hard copy files on program reports, and donor at filed office level in consultation with other staff</li> </ul>

