

Vacancy Announcement

Welthungerhilfe is one of the largest private aid organizations in Germany; it is politically independent and non-denominational. Welthungerhilfe (WHH) is dedicated to fighting for a world without hunger. Since it was founded on December 14, 1962, 12,128 overseas projects in about 72 countries have been supported with 5.07 billion euros.

Welthungerhilfe follows the principle of empowering people to help themselves to sustainably improve their living conditions, offering everything from fast disaster relief to reconstruction and long-term development cooperation projects with national and international partner organizations. In close collaboration with local partners, we enable people to break out of hunger and poverty sustainably, with measurable impact, and with integrity and accountability.

WHH pursues a dual mandate to ensure our actions meet the needs of our target groups: providing programs for short-term disaster relief as well as long-term development. To achieve [sustainable food and nutrition security](#) among the most vulnerable, these programs link our key focus areas interrelated with hunger – [agriculture and environment](#); [water, sanitation and hygiene](#) (WASH); [economic development](#); [humanitarian assistance](#); [climate change](#); and [civil society and advocacy](#). [Innovation](#) helps to scale the impact.

We are currently looking for one MEAL Officer for the Myanmar Country Programme. The position will be based in Meiktila and requires frequent travel to project locations.

Job Description: MEAL Officer (SG 06)

I. Job Details

Department: Programmes

Country / Location: Meiktila (frequent field visits required)

FundsPro Cost Allocation: SEEDS (Strengthening Economic and Environmental Development for Climate Sustainability)

Job Name: MEAL Officer (m/f/d)

Title of Job Holder: MEAL Officer

Salary Group: SG 06

Immediate Superior (in disciplinary matters): Head of Project

Subordinate Position(s): None

No. of position: 1

Representation: To be decided on relevant occasions

Is represented by: To be decided in case of absence

Contract Period: 1 year contract with possible extension

Project Duration: 44 months

Technical Focus: Monitoring, Evaluation, Accountability and Learning (MEAL)

II. Objectives, Duties, Areas of Responsibility

1. Objectives of the position

The MEAL Officer is responsible for implementing the monitoring, evaluation, accountability and learning functions for WHH's component of the SEEDS project.

The position ensures systematic monitoring of activities, outputs and results; maintains the quality, completeness and reliability of project data; supports accountability to participating communities; and facilitates the use of evidence for reporting, learning and adaptive project management.

The MEAL Officer works closely with the Head of Project, Agriculture Specialist, Project Officers, Field Officers and Community Volunteers and coordinates with the consortium MEAL structure to ensure WHH data and monitoring approaches are consistent with the agreed SEEDS MEAL framework.

2. Duties and area of responsibility

2.1. Duties with own area of responsibility

MEAL system implementation

- Implement WHH's project-level MEAL system in accordance with the approved SEEDS logframe, project documents, donor requirements and consortium MEAL framework.
- Translate relevant logframe indicators into practical monitoring tools, data-collection schedules, responsibilities and reporting arrangements for WHH-supported activities.
- Maintain an up-to-date indicator tracking system for results under WHH responsibility.
- Ensure monitoring tools use agreed indicator definitions, units of measurement, disaggregation requirements and data sources.
- Maintain systematic MEAL records and supporting evidence for reported activities, outputs and results.
- Ensure monitoring arrangements remain practical and appropriate to field access, connectivity and operational conditions.

Data collection and data quality

- Coordinate routine collection, consolidation, verification and analysis of monitoring data from WHH project locations.

- Establish and apply appropriate data-quality checks to ensure completeness, accuracy, consistency, timeliness and traceability of project information.
- Regularly review data submitted by Project Officers, Field Officers, Community Volunteers and relevant community structures.
- Identify inconsistencies, missing information and unusual results and coordinate verification or corrective action with relevant project staff.
- Maintain organised project databases and monitoring records according to WHH and consortium requirements.
- Ensure that reported figures can be traced to appropriate source documentation.
- Apply appropriate confidentiality, data-protection and responsible data-management practices throughout the MEAL cycle.

Results monitoring

- Monitor progress against WHH-relevant SEEDS outputs, indicators, targets and implementation milestones.
- Produce regular monitoring summaries for the Head of Project highlighting progress, implementation gaps, data-quality concerns and areas requiring management attention.
- Analyse monitoring information to identify trends, implementation challenges and emerging results.
- Support comparison of actual progress against planned targets and facilitate timely identification of underperformance or monitoring gaps.
- Support the project team to use evidence when adapting implementation approaches.

Assessments and surveys

- Support planning, preparation and implementation of the project's baseline, midline and endline surveys as relevant to WHH's implementation responsibilities.
- Support data collection and quality assurance for measurements related to agricultural practices, resilience, livelihoods, income, food security, financial services, natural-resource management and other relevant SEEDS results.
- Support systematic implementation and consolidation of pre- and post-training assessments for WHH-supported capacity-development activities.
- Contribute to appropriate sampling, enumerator preparation, field supervision, data checking and documentation of survey processes within the scope of the position.
- Support preparation and quality assurance of WHH data and documentation required for the project's final external evaluation.

Accountability

- Support implementation of accessible and appropriate accountability and community-feedback mechanisms for WHH-supported activities.
- Ensure project participants receive appropriate information on available feedback channels.
- Record, categorise, refer and track feedback and complaints according to applicable WHH procedures.
- Ensure sensitive feedback is handled confidentially and referred through the appropriate organisational channels.
- Analyse non-sensitive feedback trends and provide regular information to project management to support programme improvement.
- Promote meaningful participation of communities in monitoring and reflection processes.

Community-Based Monitoring

- Support development and piloting of the project's light Community-Based Monitoring approach in WHH implementation areas.
- Develop simple and practical monitoring tools adapted to community capacities, literacy, connectivity and operational conditions.
- Support key farmers and other agreed community actors to collect and consolidate a limited set of relevant monitoring information.
- Support use of appropriate paper-based or digital data-collection methods, including Kobo or comparable tools where feasible.
- Facilitate regular validation and reflection processes between community monitors and project staff.
- Promote peer verification and community ownership of monitoring information while maintaining appropriate data-quality controls.
- Monitor the feasibility and reporting burden of community-based approaches and recommend adjustments where required.

2.2 Duties without own area of responsibility

Project planning and management support

- Provide monitoring evidence and analysis to the Head of Project for operational planning, review and adaptive management.
- Support Project Officers and other project staff in developing practical activity-level monitoring arrangements.
- Participate in project planning and review meetings and provide evidence on implementation progress and results.

- Flag significant deviations from targets, recurring data-quality problems and other MEAL concerns to the Head of Project.
- Support the Agriculture Specialist and technical staff with evidence needed to assess the effectiveness and quality of technical approaches.

Reporting

- Compile and quality-check WHH monitoring information required for internal, consortium and donor reporting.
- Provide verified indicator data, beneficiary information, analysis and supporting evidence to the Head of Project according to agreed reporting schedules.
- Contribute relevant MEAL sections and quantitative information to narrative reports.
- Maintain appropriate documentation supporting reported results and beneficiary figures.
- Support responses to consortium or donor queries concerning WHH monitoring information and results within delegated responsibility.

Consortium coordination

- Participate in the SEEDS MEAL Community of Practice and other relevant technical coordination mechanisms as requested.
- Coordinate with the consortium lead's MEAL team and MEAL colleagues from GFF and Proximity Designs on agreed monitoring processes.
- Apply common consortium tools, definitions and methodologies where agreed.
- Contribute to harmonisation of data collection and reporting approaches across consortium partners.
- Participate in joint monitoring, data-quality reviews and learning exercises where relevant.
- Share WHH monitoring experience and findings to support cross-partner learning and adaptive management.

Capacity strengthening

- Provide functional guidance and practical support to Project Officers, Field Officers, Community Volunteers and relevant community actors on project monitoring requirements.
- Train and coach relevant project personnel in the correct use of monitoring tools, indicator definitions, data collection, documentation and basic data-quality requirements.
- Support community actors participating in Community-Based Monitoring to understand their monitoring roles and tools.

- Follow up on identified capacity gaps and provide refresher support where required.

Learning

- Facilitate regular reflection on monitoring findings with the project team.
- Support documentation of lessons learned, implementation experience, good practices and challenges.
- Assist technical colleagues to assess whether project approaches are producing the intended results.
- Contribute evidence to project learning processes and consortium Communities of Practice.
- Promote practical use of monitoring and community-feedback information in project decision-making rather than monitoring solely for reporting purposes.

2.3 Specific activities and duties of the position / Position specific qualifications

Within the SEEDS project, the MEAL Officer will specifically:

- Establish and maintain WHH's indicator tracking system aligned with the approved SEEDS logical framework.
- Monitor WHH's contribution to relevant Outcome 1 and Outcome 2 indicators and associated outputs.
- Maintain beneficiary and activity-monitoring systems capable of producing required disaggregation and reliable aggregate figures.
- Support measurement of adoption of climate-resilient and agroecological practices among targeted farmers.
- Support monitoring of farmers' access to quality seeds, community-based financial services and relevant extension services.
- Support monitoring of agricultural and livelihood results, including relevant changes in household income where required by the logframe.
- Monitor WHH-supported farmer structures, seed multipliers, community-based financial mechanisms, training activities, climate-risk interventions, adaptation actions and livelihood support according to WHH's assigned implementation responsibilities.
- Coordinate WHH inputs to baseline, midline and endline surveys.
- Establish practical systems for administering and consolidating pre- and post-training assessments.
- Support implementation of Community-Based Monitoring using key farmers and other agreed community actors.

- Develop simple monitoring tools suitable for paper-based use or Kobo/mobile data collection depending on field connectivity and feasibility.
- Facilitate periodic data-review and validation meetings involving relevant field staff and community monitors.
- Conduct regular field monitoring and data-quality verification visits, subject to access and security conditions.
- Maintain evidence and source documentation required to substantiate WHH's reported achievements.
- Provide regular analysis to the Head of Project on progress against targets, implementation gaps, community feedback and emerging results.
- Contribute WHH monitoring information to the consortium MEAL Community of Practice and joint reporting processes.
- Support learning processes that examine progress in climate resilience, agricultural practices, food security, livelihoods, market inclusion and community preparedness.
- Support preparation for and implementation of the final external evaluation by ensuring relevant WHH data, records and evidence are complete and accessible.

III. Job requirements

1. Knowledge/ Qualifications

Education

- University degree in Monitoring and Evaluation, Statistics, Social Sciences, Development Studies, Economics, Information Management or another relevant discipline.
- Additional professional training in MEAL, research methods, statistics or data management is an advantage.

Professional Experience

- At least three years of relevant professional experience in monitoring, evaluation, accountability and/or learning.
- Demonstrated experience establishing or implementing project monitoring systems and indicator-tracking tools.
- Experience collecting, managing, analysing and reporting quantitative and qualitative data.
- Experience conducting or supporting baseline, midline, endline or comparable surveys.
- Experience with data-quality assurance and verification.

- Experience with community-feedback or accountability mechanisms is desirable.
- Experience in agriculture, food security, livelihoods, resilience or community-development programmes is strongly desirable.
- Previous experience with donor-funded projects and consortium implementation is an advantage.

Technical Competencies

- Good understanding of results-based monitoring and logical frameworks.
- Ability to interpret indicators, targets, data sources and disaggregation requirements.
- Good quantitative and qualitative data-management and analytical skills.
- Competence in developing practical data-collection and monitoring tools.
- Ability to identify and resolve routine data-quality problems.
- Experience with digital data-collection tools such as Kobo or comparable platforms is desirable.
- Strong spreadsheet and database-management skills.
- Understanding of accountability to affected or participating populations and responsible data management.
- Ability to communicate monitoring findings clearly to colleagues who do not have specialist MEAL backgrounds.

Digital and Generative AI Skills

- Good digital literacy, including spreadsheet-based data management, digital data collection and preparation of monitoring reports.
- Basic ability to use generative AI responsibly for appropriate professional tasks such as supporting analysis, summarising non-sensitive information, preparing monitoring materials and drafting documentation, while independently verifying outputs and complying with WHH requirements concerning confidentiality, data protection and responsible use.

2. Language and Interpersonal skills

- Good analytical, communication and facilitation skills.
- Ability to work effectively with technical staff, field teams and community actors.
- Ability to explain monitoring requirements clearly and provide constructive feedback on data quality.
- Relevant Myanmar language skills according to the duty station.

- Working English sufficient for project documentation, indicator management and consortium coordination is strongly desirable.

3. Disciplinary Leadership of staff

None

4. Responsibility

The MEAL Officer has functional responsibility for project monitoring, data quality and accountability within the assigned scope.

The position may provide functional guidance, training and coaching to Project Officers, Field Officers, Community Volunteers and community monitors regarding MEAL processes, but has no disciplinary leadership responsibility.

The MEAL Officer does not independently change project indicators, targets or donor commitments. Proposed changes or interpretations with contractual implications are referred to the Head of Project and relevant consortium/WHH management structures.

External representation is undertaken only when delegated.

The position has no independent financial, HR, procurement or security authority beyond responsibilities formally delegated under applicable WHH procedures.

Please send your application by email to:

 hr.mmr@welthungerhilfe.de

 Application deadline: 18 October (Sunday) COB

Please note that only shortlisted candidates will be contacted for an interview. Welthungerhilfe is an equal opportunity employer and encourages applications from qualified individuals, regardless of gender, ethnicity, or background.

Applications will be reviewed on a rolling basis, and interviews will be conducted accordingly.