

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 Pyarpon and requires frequent travel to project locations.

Job Description: MEAL Officer (SG 06)

I. Job Details

Department: Programmes

Country / Location: Pyarpon (frequent field visits required)

FundsPro Cost Allocation: THRIVE – Transforming Household Resilience through Inclusive Value Chains and Ecosystems

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

Title of Job Holder: MEAL Officer

Salary Group: SG 06

Immediate Superior (in disciplinary matters): Deputy 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 Guidance: MEAL Specialist

II. Objectives, Duties, Areas of Responsibility

1. Objectives of the position

The MEAL Officer supports the effective day-to-day operation of THRIVE's monitoring, evaluation, accountability and learning system, with particular responsibility for monitoring and data management relating to WHH's direct implementation.

The position coordinates routine data collection, verification, consolidation and analysis; maintains participant and activity records; supports data-quality assurance; and provides implementation teams with timely information on progress against project indicators and targets.

Working under the technical guidance of the MEAL Specialist, the position supports consistent application of THRIVE MEAL tools and procedures and helps ensure that project information is accurate, complete, timely and supported by appropriate evidence.

2. Duties and area of responsibility

2.1. Duties with own area of responsibility

- Coordinate routine implementation of THRIVE MEAL processes within the locations and activities assigned to the position.
- Maintain project monitoring data and records in accordance with the systems, tools, indicator definitions and procedures established by the MEAL Specialist.
- Coordinate the timely collection, entry, cleaning, consolidation and routine analysis of implementation and results data from WHH field teams.
- Maintain up-to-date participant and activity records and ensure that required disaggregation is consistently recorded.
- Monitor the completeness and timeliness of data submissions and follow up missing, inconsistent or incomplete information with responsible field and programme personnel.
- Conduct routine verification and data-quality checks and document identified errors, inconsistencies and corrective actions.
- Maintain supporting evidence for reported activities and results in an organised and traceable manner.
- Produce routine monitoring summaries, indicator updates and other MEAL information required by the MEAL Specialist and project management.

- Maintain appropriate confidentiality and security of participant information and other project data within the responsibilities assigned to the position.
- Keep accurate records of monitoring visits, verification findings, data-quality issues and agreed follow-up actions.

2.2 Duties without own area of responsibility

- Support the MEAL Specialist in maintaining and applying the overall THRIVE MEAL framework, tools and procedures.
- Support Project Officers, Field Officers and other implementation personnel to correctly use approved monitoring, participant-registration and reporting tools.
- Provide practical guidance to field teams on data collection, documentation, data quality and submission requirements.
- Support technical specialists with routine monitoring information required to assess implementation progress and results.
- Assist with surveys, assessments, evaluations and other data-collection exercises under the technical direction of the MEAL Specialist.
- Support implementation of project accountability and community-feedback processes within the responsibilities assigned to the MEAL function.
- Contribute verified monitoring information to project reports, implementation reviews and learning processes.
- Coordinate with programme colleagues to clarify discrepancies between reported activities and available monitoring evidence.
- Support project teams in using monitoring findings and community feedback to improve implementation.

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

- Operate the routine MEAL system for WHH's direct implementation in Kyaiklat, Bogale and Pyapon, ensuring that implementation and results data are collected, verified and consolidated according to the THRIVE MEAL framework.
- Maintain monitoring records that clearly distinguish WHH's direct implementation in Kyaiklat, Bogale and Pyapon from partner implementation, including PARTNER's implementation in Labutta.
- Support the MEAL Specialist in consolidating information from WHH and consortium partners into the overall THRIVE results framework.
- Maintain participant registration and monitoring records for WHH-implemented activities across agriculture, market systems, livelihoods, climate resilience and other relevant THRIVE components.

- Support consistent application of agreed participant-registration, identification and verification procedures across WHH field implementation.
- Conduct routine checks for possible duplicate records where individuals or households participate in multiple THRIVE activities and refer unresolved cases to the MEAL Specialist.
- Support accurate reporting of both participation in individual activities and unique people or households reached, according to the definitions established in the THRIVE MEAL system.
- Ensure that required data are appropriately disaggregated, including by sex, age and disability where applicable to the relevant indicator and data-collection process.
- Work closely with the six Field Officers and Project Officers to ensure that monitoring documentation is completed correctly and submitted according to agreed schedules.
- Conduct regular field monitoring and verification visits to review implementation records, verify reported activities and results and identify data-quality issues.
- Undertake appropriate spot checks and verification of participant and activity records in accordance with the MEAL plan.
- Document data-quality issues and follow up corrections with the responsible staff under the guidance of the MEAL Specialist.
- Support the Agriculture Specialist and Project Officers – Agriculture with monitoring of agriculture and agroecology activities and maintenance of the evidence required for relevant THRIVE indicators.
- Support the Market System and Value Chain Specialist with routine monitoring of relevant market-system, service-access and economic-resilience activities.
- Support monitoring of other THRIVE technical components using the methodologies and tools established by the MEAL Specialist and relevant technical specialists.
- Support the practical integration of Disability, Gender and Age considerations into data collection and monitoring in coordination with the MEAL Specialist, relevant WHH colleagues and Humanity & Inclusion.
- Support community-feedback and accountability processes by ensuring that feedback received through MEAL activities is documented and referred through the appropriate project mechanisms.
- Ensure that sensitive feedback, safeguarding concerns or protection-related information identified during MEAL activities is referred through the appropriate confidential mechanisms rather than recorded or investigated outside established procedures.
- Support baseline, endline and other surveys, assessments and evaluations by organising field-level data collection, coordinating enumerators where assigned, checking completed records and supporting data cleaning.

- Support training and practical coaching of project personnel and temporary data collectors on approved MEAL tools and data-collection procedures.
- Maintain digital and physical MEAL documentation in an organised manner that enables reported results to be traced to appropriate supporting evidence.
- Apply responsible data-management procedures and ensure that personally identifiable information is collected, stored, shared and accessed only according to approved project and WHH requirements.
- Prepare regular monitoring summaries showing progress against activities, outputs, indicators and targets and submit these to the MEAL Specialist for review and further analysis.
- Identify apparent gaps between implementation progress and reported results and bring them to the attention of the MEAL Specialist and relevant programme colleagues for review.
- Support preparation of verified results information for monthly and quarterly reviews, donor reporting, consortium coordination and other THRIVE management processes.
- Contribute field evidence and monitoring findings to project reflection and learning processes.
- Follow up agreed MEAL actions arising from field monitoring, data-quality reviews, project reviews and audits within the responsibilities assigned to the position.
- Support preparation of MEAL records and evidence for EU monitoring visits, project reviews, audits, evaluations and other assurance processes.
- Undertake regular travel throughout WHH implementation areas and, where required, to partner implementation locations in accordance with WHH security and access procedures.

III. Job requirements

1. Knowledge/ Qualifications

Professional / Formal Qualification

- University degree in Development Studies, Social Sciences, Statistics, Economics, Information Management or another relevant field.
- Relevant training in monitoring and evaluation, research methods, statistics, data management or digital data collection is an advantage.

Professional Experience

- At least 3 years of relevant professional experience in monitoring, evaluation, accountability, learning, information management or programme monitoring.
- Practical experience collecting, managing, cleaning and verifying project data.

- Experience with participant databases, monitoring tools and indicator tracking.
- Experience supporting surveys, assessments or other structured data-collection exercises.
- Experience working with field implementation teams and providing practical guidance on monitoring requirements.
- Experience with donor-funded development or humanitarian programmes is desirable.
- Experience with multi-sector or consortium projects is an advantage.

Professional Skills and Competencies

- Good practical understanding of monitoring and evaluation and results-based project monitoring.
- Good quantitative and qualitative data-management skills.
- Ability to identify missing, inconsistent or potentially unreliable data and follow up appropriately.
- Good spreadsheet and digital data-management skills.
- Experience with digital data-collection tools is desirable.
- Understanding of participant registration, data disaggregation and prevention of duplicate counting.
- Understanding of confidentiality, responsible data management and protection of personal information.
- Good organisational skills and attention to detail.
- Ability to explain monitoring requirements clearly to field and programme personnel.
- Good analytical and problem-solving skills.
- Good documentation and report-writing skills.
- Good command of Myanmar language and working ability in English.
- Willingness and ability to undertake regular field travel.
- Basic skills in the responsible use of generative AI tools for professional tasks such as organising information, supporting routine data analysis, summarising monitoring findings and drafting reports, with appropriate human verification and strict attention to confidentiality, personal data and data protection.

3. Disciplinary Leadership of staff

None

4. Leadership and Responsibility

- The MEAL Officer has operational responsibility for routine MEAL processes and records assigned to the position.
- The position works under the technical guidance of the MEAL Specialist, who retains responsibility for the overall THRIVE MEAL architecture, methodologies and technical standards.
- The MEAL Officer may provide functional guidance to Project Officers, Field Officers, enumerators and other project personnel regarding approved data-collection tools, monitoring procedures and documentation requirements.
- The position has no disciplinary leadership responsibility.
- The MEAL Officer may return incomplete or inconsistent monitoring information for clarification or correction but does not independently alter indicator definitions, methodologies or approved MEAL standards.
- The position does not independently approve programme changes, budgets, expenditure, procurement or contractual commitments.
- Significant data-quality concerns, evidence gaps, suspected data manipulation, safeguarding concerns or data-protection issues must be referred through the appropriate MEAL and management channels.
- External representation is undertaken only within delegated authority.

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.