

JOB ANNOUNCEMENT



MAG is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their gender, disability, ethnicity or religious belief.



MAG has been working in Lao PDR since 1994 and delivers responsive and impact driven solutions that enable people affected by Unexploded Ordnance (UXO) to develop their futures in a safer environment. This is achieved by mitigating the effects that UXO have on livelihoods, health and economic and social development of the communities and people in the provinces of Xiengkhouang and Khammouane.

Monitoring, Evaluation, Accountability and Learning (MEAL) Manager 01 position base in MAG Vientiane office

Job Purpose:

The Monitoring, Evaluation, Accountability and Learning (MEAL) Manager provides strategic leadership for MEAL across MAG's Laos programme. The role is responsible for the implementation, adaptation and continuous improvement of MEAL systems, tools and processes, ensuring they generate high-quality evidence to inform decision-making, improve programme performance and demonstrate impact.

The MEAL Manager leads on data analysis, interpretation and organisational learning, working closely with programme, community liaison (CL), information management (IM) and technical teams to translate data into actionable insights, and ensure alignment with MAG's global MEAL frameworks and Theories of Change.

Working closely with MAG's Programme Performance and Learning (PPL) Unit, the MEAL Manager adapts and operationalises MAG's MEAL frameworks (including results frameworks and logframes), drawing on global tools and indicator banks, ensuring they are contextually appropriate. The role also contributes learning from country-level implementation to strengthen global approaches.

The role does not currently include line management responsibilities; however, these may be introduced in the future in line with programme needs.

The role reports to the Grants and Communications Manager and works closely with the Senior Management Team (SMT) and MAG's Programme Performance and Learning (PPL) Unit. This role is based in Vientiane with frequent travel to Khammouane and Xieng Khouang provinces..

Responsibilities:

Planning

- Lead the development, rollout and periodic review of programme-wide MEAL frameworks, ensuring alignment with MAG's organisational Humanitarian Mine Action (HMA) Theory of Change, standardised indicators, project logframes, proposals and donor requirements, in collaboration with the PPL Unit
- Ensure MEAL systems and tools are contextually appropriate and integrated across projects and programme areas
- Provide strategic input into proposal development, including logframes, indicators and MEAL approaches

Monitoring

- Oversee the application of indicators and monitoring frameworks, ensuring alignment with MAG's global indicator banks, donor requirements, and cross-cutting priorities (e.g. Gender and Inclusion, Conflict Sensitivity, Environment)
- Coordinate data collection for project activities, outputs, and outcomes, working closely with Community Liaison (CL), Information Management (IM) and operational teams
- Ensure effective systems are in place to track project progress, including data collection, management, and reporting on outputs and outcomes
- Provide oversight of monitoring data quality and use, ensuring data is systematically analysed and used to track progress against targets
- Compile and conduct routine analysis of monitoring data to track progress and identify gaps
- Support internal and donor reporting processes, ensuring data is accurate and timely
- Ensure monitoring supports both accountability and learning, enabling cross-project analysis and adaptive management

Evaluation

- Coordinate and support internal and external evaluations at country level, including those required by donors or initiated by MAG
- Work closely with the PPL Unit and programme teams to support the design and implementation of evaluations, including outcome and thematic assessments where relevant
- Facilitate external evaluations, including coordinating access to data, stakeholders, and field sites, and supporting quality assurance processes
- Ensure evaluation findings are reviewed and used to inform programme design, adaptive management, and organisational learning

Accountability

- Support CL and safeguarding teams with the establishment and oversight of community feedback and response mechanisms (CFRM), ensuring they are accessible, safe, and aligned with MAG's safeguarding and accountability standards
- Support the planning and implementation of accountability visits, in collaboration with Programme Managers and Community Liaison teams

Learning

- Lead approaches to capture and use learning across the programme, aligned with MAG's HMA Theory of Change
- Support the development of case studies and Stories of Change, ensuring they are evidence-based and useful for learning and reporting
- Ensure lessons learned are systematically captured, analysed and used to inform adaptive management and programme design
- Lead dissemination of learning internally and externally, tailoring outputs to different audiences
- Work with the PPL Unit to review and strengthen MEAL systems and processes

Systems, Capacity and Coordination

- Lead delivery of MEAL training and capacity building for staff, in collaboration with the PPL Unit and technical teams
- Promote a culture of learning, accountability and data use across the programme
- Coordinate with IM, CL and programme teams to ensure MEAL systems are implemented effectively
- Ensure reporting and learning processes are coordinated and that data is used to inform programme performance and decision-making
- Represent MAG in external MEAL coordination forums and maintain alignment with the PPL Unit

Requirements

Experience

- Significant experience in monitoring, evaluation, accountability and learning (MEAL) within humanitarian and/or development programmes
- Experience designing, adapting and implementing MEAL frameworks, including logframes and indicator frameworks, aligned with organisational Theories of Change and donor requirements
- Strong experience in qualitative and quantitative data analysis, interpretation and use of data to inform decision-making
- Experience leading evaluations (internal and/or external) and applying findings to programme improvement
- Experience managing teams and building staff capacity in MEAL systems and approaches
- Experience engaging with external stakeholders, including donors, partners and national authorities

Skills

- Strong understanding of MEAL frameworks and approaches, including Theory of Change, logical frameworks and results-based management
- Ability to adapt global MEAL frameworks and tools to specific programme contexts
- Strong analytical and critical thinking skills, with the ability to translate data into actionable insights
- Strong facilitation and training skills, with experience building capacity of diverse teams
- Knowledge of accountability to affected populations (AAP) principles and feedback mechanisms
- Strong understanding of gender equality, diversity and inclusion (GEDI) and conflict sensitivity in MEAL
- Excellent communication and report writing skills, including development of donor reports and learning products
- Strong coordination and stakeholder engagement skills
- High level of organisation, attention to detail and ability to manage multiple priorities
- Fluent written and spoken Lao and English

Terms and Conditions

MAG Lao PDR offers a professional work environment, a competitive monthly salary and benefits, and opportunities for training and promotion through our professional development policy.

Application procedure for the positions

Please apply through this link

<https://forms.gle/LGjcV1WJ91q19C139>

Any inquiries please contact **021 251 849/ 252 004**.

The closing date for applications is 4.00pm, date: 21 May 2026.

Late applications will not be accepted. Only short-listed candidates will be contacted for interview.

As part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed. MAG is committed to the principles of diversity, equity and inclusion and is an equal opportunities employer. If you think you would be suited to one of our roles, we would welcome your application regardless of your background. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential.

All aspects of employment and recruitment, whether this be as an initial hire or an internal promotion, will be based on merit, qualifications, competence, performance and organisational needs. **MAG (or any party associated with MAG in the process of recruitment) does not charge a fee (or accept any gifts or favours) at any stage of the recruitment process (application, interview meeting, processing)**, if you have any concerns in this area these should be reported to safeguarding.la@maginternational.org