

ActionAid is a global movement of people working together to achieve greater human rights for all and defeat poverty.

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ActionAid Bangladesh is looking for suitable candidate for the following position:

Fellow – Monitoring, Evaluation, Accountability and Learning (MEAL)

Directorate	:	Programme, Policy & Campaigns-1
Project/ Unit	:	Monitoring, Evaluation, Accountability and Learning Unit
Location of posting	:	Dhaka
Types of contract	:	Contractual
Duration	:	up to 15 October 2021
Number of position	:	1 (One)
Monthly Honorarium	:	Monthly Gross Salary will be BDT 25,000 with group life insurance coverage.

Position Summary

The fellow will work full time in MEAL unit of AAB under direct supervision of Manager-MEAL. The position is fixed term for 6 months periods. The fellow will provide day to day support in different knowledge management and learning documentation activities carried out by the MEAL team of AAB.

Key responsibilities include (not limited to)

- Support MEAL team to document case stories and best practices and other knowledge products in a systematic way.
- Support the data management work of AAB based on its MEAL framework.
- Updates the data and information is a regular basis into the database of MEAL unit.
- Compile information of quarterly, annual and other reports submitted by the partner organizations.
- Conduct small scale survey and study for gathering the learning on reflection actions of AAB
- Conduct field visit as as required by the MEAL unit.
- Maintain Regular Communications with the focal persons of the Local Rights Programme and Projects of AAB.
- Gather different learning products from the concerned staff of different projects and keep those products in a systematic way.

Relationships

- H/She will be reportable to the Manager- MEAL of Monitoring, Evaluation, Accountability and Learning Unit.

Required Educational Qualification and Experience

- Bachelor of Sciences/Social Sciences in Statistics, Economics, Development Studies, URP, Sociology or Gender Studies.

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- A Student of a Leading Public or Private University in Bangladesh or any Universities of an English Speaking Country.
- Medium of Instruction should be in English or should have recognized English Proficiency Test score.

Technical Skills

- Should have strong motivation in developing career in Humanitarian and Development Sector.
- Must have advanced knowledge on Excel based data management and analysis.
- Skills on preparing infographic presentations and dashboard.

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- Last date of application is **Saturday, 08 April 2021**
- Please [click here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

N.B: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of fund / money from job applicant should be regarded as fraudulent.