

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:

Associate Officer - MIS

Project	:	Homestead Gardening, Funded by WFP
Location of posting	:	Cox's bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 31 December 2023 (if not extended)
Number of Position	:	1
Salary and benefits	:	Monthly Gross Salary with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary

The Associate Officer-MIS will actively play a significant role in strengthening tMIS system and focusing on the betterment of the program by providing relevant & appropriate data and insights linking with the part of the program following the highest level of integrity and efficiency.

Key responsibilities include (not limited to)

Support to Strengthen planning and information management system for HG Project

- Assist Officer- MIS and MEAL for designing Management Information System for HG Project.
- Provide assistance to implement and maintain the MIS of the project and contribute to the preparation of MIS reports as require.
- Assistance for preparation of monthly and quarterly MIS reports.
- Assist Officer-MIS and MEAL for organizing and conducting training on MIS for project and donor staff.
- Provide input and update information HG project to line manager.
- Support to prepare Issues Log and Risk Log for the project.
- Assist and collect data and prepare and maintain data base the relevant information of participants engagement.
- Perform any other tasks assigned by the line manager.

Relationships

The Associate Officer - MIS will report to the Coordinator - MEAL.

Required Educational Qualification and Experience

- A graduate degree, preferably a graduate degree in relevant subject areas social sciences, development studies, statistics, or a related discipline. Experience in the sector will also be considered favorably.

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- At least 2 years or more of sound experience in project management especially with focus on monitoring and evaluation in the Site development, Site management and right based program sector.
- Extensive hands-on experience in implementing M&E strategies and knowledge of qualitative and quantitative methodologies.
- Experience with community-based and/or volunteer organizations is an advantage.
- Extensive experience in working with NGOs and CSOs is preferred.
- Previous experience in programme/project design and implementation is desirable.

Technical Skills

- Knowledge of MS Access, SPSS or similar database management/statistical software package will be advantage.
- Strong interpersonal skills.
- Demonstrated competence skills in report writing and record keeping in English and Bangla.
- Proficiency in MS Office (Word, Excel, Power Point etc.)
- Excellent knowledge and use of internet, social media and software packages (i.e. MS Office, etc.)

Application instructions

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

- Last date of application is **Friday, 27 January 2023**. *Due to emergency, recruitment will be on rolling. The interested candidates are requested to apply before deadline*
- 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 child abuse, exploitation and child labor and expects all employees to abide by the Child Protection Policy of ActionAid Bangladesh.

N.B: There is no cost involved with applying for positions with ActionAid Bangladesh. Any solicitation of job application costs should be regarded as fraudulent