

ActionAid Bangladesh (AAB) is looking for suitable candidate for the following position:

Senior Officer- MEAL (Monitoring Evaluation Accountability and Learning)

Unit : Monitoring Evaluation Accountability and Learning
Location of posting : Dhaka
Types of contracts : Fixed Term Contract, initially up to December 2028
Number of positions : 1 (one)
Salary and benefits : Monthly Gross Salary will be BDT. 92,741 with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance, mobile & internet allowance etc, as per HROD Policy.

Job Summary

Under the overall guidance and supervision of Manager-MEAL, Senior Officer-MEAL is responsible to design and implement of monitoring system for his/her assigned projects and the Local Rights Program (LRP) in coordination with Manager- MEAL and the respective Project/Program/LRP Manager. Developing quantitative and qualitative data collection tools and methods for measuring progress and impact at partner level in alignment with CSP-VI and logical framework of the project is another important task of this position. This position will work closely with Program/project teams to assess field conditions, support capacity-building initiatives, and facilitate the collection of quality data under the supervision of the Manager-MEAL. S/he will also be responsible for ensuring quality and timely periodic production of MEAL information and two-way flow of information on the implementation process. Besides this, the position is also accountable for the smooth functioning of MEAL system of the program as well as the capacity building of partners.

Key responsibilities include (not limited to)

Technical (30% time):

- Support to develop and review of MEAL framework/plan for assigned projects and LRPs.
- Support and ensure MEAL system, MIS design, implementation and troubleshooting at the local level, including performance questions, indicators, level-wise targets as well as MEAL planning.
- Take initiative for qualitative and quantitative monitoring for the assigned project Initiate outcome assessment of the project/LRP.
- Practice participatory tools and process with the partners to enhance monitoring engagements rooted in the community.
- Understand and respond to MEAL needs of AAB programs, functions, and projects.
- Support to conduct evaluation, baseline, midterm review, appraisal study, and strategic planning.
- Support to conduct participatory review and reflection process (PRRP) at field level with partner organization, analysis findings, generate learning and share report of the PRRP process with Manager MEAL.
- Lead to design and development of tools for conducting process monitoring along with program and project team and share findings.

Reporting and Data Management (30% Time)

- Compile and prepare quarterly, six monthly and annual reports of the project/LRP as per prescribed template of AAB and Supporters.
- Manage web-based monitoring and reporting system.
- Harvest outcomes aligned with the theory of change and contributed to the report.
- Collect data from the partner organization and prepare IPTT reports of different projects/LRP.
- Able to design survey tools in digital platform and manage collected data.
- Ensure timely and periodic data submission and MIS updates, including data quality, accuracy, and completeness, especially at local level.
- Make evidence brief based on outcome assessment, evaluation, and related research findings. Compile donor reports and ensure quality of the report.
- Contribute to preparing field visit reports related to MEAL.

Field Visit & Quality Assurance (30% Time):

- Undertake regular field visits to monitor and check the accuracy of data collection and use of tools.
- Collect information from the project site and develop relevant case stories.
- Provide hands-on support to LRP and project/partner staff during field visits.
- Support to partner/assign project staff to day-to-day data management and capacity building on MEAL related agendas.

Communication and Sharing (10% Time):

- Participate and contribute to coordination meetings with program/project team/LRP team/MEAL team.
- Regular sharing of MEAL findings with staff, partners, primary stakeholders, and other appropriate forums as well as MEAL report updates to the decision structures for future actions
- Any other reasonable duty as may be assigned that is consistent with the nature of the job and level of responsibility in consultation with Manager MEAL and assigned project/ program manager

Relationships

S/he will report to Manager – MEAL of ActionAid Bangladesh. S/he is expected to maintain functional relationships with his/her peers in team, priority, project management team. S/he must be able to communicate with other teams and units, both programme and function of AAB.

Education

- Graduate degree, preferably in social sciences/development studies/statistics/relevant subject with academic and professional credibility from a reputable institution.
- Good Knowledge of Data Management, advanced computer proficiency with MS-Word, MS-Excel, MS PowerPoint, and real-time monitoring

Experience

- At least 3-4 years of working experience in relevant field, especially in MEAL in the development sector. Having relevant training or a certificate course will be an advantage.
- Proven track record in reporting, data analysis, and communication within the context of development projects or child-focused initiatives.

Technical Skills

- Good communication and reporting skills (oral and written) in both Bangla and English
- Must have experience in managing and developing database management.
- Understand the theory of change and its relationship with MEAL and reporting.
- Excellent team player, analytical and time management.
- MS Office packages including spreadsheets. Kobo Tool and SPSS as added advantages.
- Good understanding of MEAL including qualitative and quantitative program information and their relevance with overarching MEAL framework and systems.
- Having work experience with CSP.
- Training, facilitation, motivation, and interpersonal skills.
- Good knowledge and understanding of DO NO HARM principles Experience in the complaint & feedback mechanism system.
- Team building and leading capacity and ability to work under pressure and to deadlines.
- Should be gender sensitive and familiar with the Human Rights Based Approach (HRBA).
- Willingness to frequent field visits.

Required Core Competencies

Leadership: Ability to follow instructions and complete assigned tasks efficiently and to take decisions independently.

Emotional Intelligence: Understanding and recognition of own emotions and their impact on others and respond accordingly. Can manage stress well.

Communication & Collaboration: Possess effective communication skills to interact with colleagues and stakeholders. Coordinate with team members to provide support as required.

Problem Solving Skill: Ability to identify root-cause, analyse and propose alternative solutions based on their understanding of the organisation's policies and procedures.

Networking: Ability to build relationships with colleagues and external stakeholders. Initiates or engages in networking activities and events and provide relevant information to external stakeholders and different forms with proper evidence.

Learning Agility: Reflects on past experiences and uses that knowledge to inform future actions. Adapts to new work processes or technology with minimal guidance. Seeks out information and resources to expand their knowledge beyond their immediate responsibilities. Willingness to receive feedback and address that feedback positively.

Decision Quality: Demonstrates sound judgment in routine decision-making situations. Understands the potential consequences of decisions and seeks input from others when appropriate. Open to feedback and willing to adjust decisions based on new information.

Application instructions

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

- Last date of application is **Wednesday, 17 September 2025.**
- Please **[click here](#)** to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce, ensuring equal opportunity for everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity,

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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.

NB: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from job applicants should be regarded as fraudulent.