

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:

Officer – Monitoring and Reporting

Project	:	Site Development Project (Funded by IOM)
Location of posting	:	Cox's bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 30 June 2022 (if not extended)
Number of Position	:	1

Job Summary

The Officer – Monitoring and Reporting is responsible for the strategic planning and implementation of all MEAL processes and activities required to improve programme quality throughout project implementation. This includes, among other responsibilities, designing data collection tools for monitoring and evaluation purposes in collaboration with project teams, analysis, reporting, and follow-up with project teams on actions taken.

Key responsibilities include (not limited to)

Functional and Technical responsibilities

- Ensure quality and timely periodic production of M&E information and ensure a two-way flow of information on implementation.
- Develop monitoring tools and implement them for measuring progress in line with the project log frame.
- Ensure accountability mechanism is in place for the project.
- Develop a Monitoring, Accountability, and Learning system for the project.
- Develop project IPTT in line with project log frame.
- Support the development of data collection tools and reporting templates to meet the requirement of the MEAL system.
- Undertake regular field visits to monitor and check the accuracy of data collection and use of tools.
- Support to design and conduct baseline study/need assessment, PDM survey, ODM, M&E study, and review and effectiveness assessment.
- Generate project M&E report when required.
- Ensure compliance and quality of data in line with AAB and donor requirements

Documentation, Reporting and Dissemination

- Document good practices, lessons, and challenges and communicate as appropriate.
- Develop case stories/studies and clearly documented evidence based on the impacts of our work.

- Generate progress reports on a weekly and monthly basis or as per the requirement of donor and AAB management.
- Regularly update project data into IPTT in line with project indicators.
- Develop stories of change & lessons learned based on the activities of the project to be shared via internal and external mechanisms.
- Share MEAL inputs into the donor report and others as required.
- Ensure that all MEAL-related information and documents are stored in secure locations (online and offline) in line with the donor requirements.

Relationships

Officer – Monitoring and Reporting will report to Operations Manager.

Required Educational Qualification and Experience

- Graduate/Postgraduate degree in Social Science, Development Studies, Statistics, and any other relevant field of study.
- At least 3 years or more of sound experience in project management especially with focus on monitoring and evaluation in the development sector. Extensive experience in working with NGOs and CSOs will be preferred.
- Extensive hands-on experience in implementing M&E strategies and knowledge of qualitative and quantitative methodologies.

Technical Skills

- Knowledge of MS Access, SPSS or similar database management/statistical software package will be an advantage.
- Demonstrated competence skills in report writing and record keeping in English and Bangla.
- Excellent knowledge and use of internet and software (i.e., Word, Excel, Power Point MS Office, KoBo etc.)
- Result driven, ability to work under pressure and meeting deadlines
- Excellent Interpersonal communication skills and negotiation skills
- High level of integrity and sense of maintaining confidentiality
- Gender sensitive and familiar with humanitarian principles.

Application instructions

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

- Last date of application is **Tuesday, 29 March 2022**
- 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