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

Officer - Information Management & Field Monitoring

Project	: Camp Coordination and Camp Management (CCCM) (funded by UNHCR)
Location of posting	: Teknaf, Cox's Bazar
Types of contract	: Fixed term contract
Duration of Contract	: Up to 31 December 2022 (if not extended)
Number of Position	: 1
Salary and Benefits	: Monthly Gross Salary will be BDT. 78,000 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc.

Job Summary

The position holder "Officer-Information Management and Field Monitoring" is mainly responsible to work in the drafting of IM-related standard operating procedures, data systems, and information products and identifying new information and data requirements to support CCCM operations. Working intensively with the Complaints Feedback and Response Mechanism (CFRM) team, Emergency Preparedness and Response Team, and monitor the community mobilization and governance team is also one of the key responsibilities of this position. The incumbent will also conduct regular camp-level monitoring to ensure all site management roles such as service monitoring and gap identification are undertaken. In addition to these, this position holder will make the drafting of regular weekly and monthly reports and highlight the camp situation as well as mid/yearly narrative reports for the donor with accurate facts and figures and report the program progress and challenges to Camp Manager as well.

Key responsibilities include (not limited to)

Information Management (35 % of time)

- Collate data, analyze, identify and address IM gaps, and disseminate information with service providers and camp residents.
- Identify new information and data requirements to support CCCM operations.
- Assist in the drafting of IM-related standard operating procedures, data systems, and information products.
- Provide Information Management support for needs assessments and regular service monitoring
- Leverage Geographic Information Systems (GIS) for producing camp maps and geographic data management.
- Provide Information Management services to support population data management and dissemination.
- Manage IM databases relating to humanitarian services and keep them updated and ready to disseminate.
- Generate culturally appropriate and communicative IEC materials and information management products.
- Undertake initiatives to regularly disseminate key information among refugees across the camp by keeping information boards updated
- Develop and maintain SMSD 4W, camp/block profiles and camp service map.
- Assist the site management team in the use of Explorer/SW map for easy navigation in the camp.

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- Responsible for management and maintenance of camp/block profiles
- Take minutes of all-camp meetings and share them with service providers
- Assist in complaint feedback and response mechanism (CFRM) and ensure the CFRM center is functional

Field Monitoring (35% of time)

- Conduct regular camp-level monitoring to ensure all site management roles such as service monitoring and gap identification are undertaken.
- Monitoring all community mobilization activities and camp governance activities are in place.
- Work with service providers and camp communities to promote and implement routine camp maintenance, considering distribution points as well.
- Monitor safety risks (infrastructure of the camp), addressing them to the competent agency
- Designing and implementing service provision monitoring based on Protection mainstreaming and mitigation of Gender-Based Violence (GBV) risks
- Closely work with the Officer EPR (Emergency Preparedness and Response) to undertake site risk reduction and maintenance to maximize the health and safety of camp residents.
- Participate in Camp coordination and sector coordination meetings share community feedback and service monitoring issues and follow-up. Share meeting notes with the team.
- Support in relocations
- Support refugees to maintain, repair, modify and improve their shelters, through materials, construction teams, training, etc.

Reporting and Documentation (30 % of Time)

- Support camp manager for regular weekly and monthly reports and highlight the camp situation as well as mid/yearly narrative reports for the donor with accurate facts and figures
- Report programme progress and challenges to Camp Manager
- Facilitate to collect community feedback, compile, and share with management.
- Keep regular follow-up of the status of community complaints and feedback and share with management.
- Generate progress reports on a weekly and monthly basis or as per the requirement of donor and AAB management.
- Conduct service monitoring and produce quality reports based on the findings for presentation at camp level meetings
- Collect information on service gaps through regular field visits and draft regular field monitoring reports
- Capture best practices and produce stories out of CCCM interventions for sharing with the donor, actors, and other stakeholders Programme activities implemented in keeping with a personal work plan

Relationships

- Officer - Information Management & Field Monitoring will report to Manager Camp Management

Required Educational Qualification and Experience

- University Degree in Social Science, Disaster Management or relevant Disciplines.

Experience

- Minimum 3 years of working experience required
- Minimum 1 year of working experience in emergency projects, preferably in CCCM

Required Competencies

- Fluency in English with excellent reporting skill
- Proficiency in the local and Rohingya dialect
- Clear understanding of HRBA, humanitarian principles, protection principles, gender mainstreaming, CCCM standards, data protection policies, DRR
- Ability to multi-task, work under pressure and meet strict deadline
- Software literacy in MS office suite, KOBO collect, SQL and database

Application instructions

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

- Last date of application is **Thursday, 23 June 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 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.