

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

Officer - Monitoring, Evaluation, Accountability & Learning (MEAL)
(Only Female candidates are encouraged to apply)

Unit	: Monitoring Evaluation Accountability and Learning (MEAL)
Location of posting	: Cox's Bazar
Number of positions	: 01
Type of contract	: Fixed term contract
Duration of Contract	: Up to 31 December 2026 (if not extended)
Salary and benefits	: Monthly Gross Salary with other admissible benefits such as mobile & internet allowance, group life insurance etc

Job Summary

The Officer - MEAL will work under the direct supervision of the coordinator–MEAL within the MEAL Department and be accountable for ensuring quality and timely submission of the periodic reports and ensuring a two-way flow of communication on project implementation. Develop monitoring tool and implements for measuring progress in line with project log frame. Support to develop data collection tools and reporting templates to meet the requirements of the MEAL system.

Key responsibilities include (not limited to):

Functional (20% of time)

- Develop monitoring tool and implement to measure progress in line with the project log frame.
- Support to develop MEAL framework aligned with the reporting requirement and sector guideline.
- Develop Indicator Performance Tracking Table (IPTT) tool to track progress through indicator specific segregated data.

Technical (30% of time)

- Develop data collection tools to collect data 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.
- Conduct Project outcome assessment & end line assessment and share the report with AAB management & Donor.
- Conduct learning sharing workshop and share the report with AAB management and Donor.
- Conduct On-site distribution monitoring (ODM), Post Distribution Monitoring (PDM) and share the key learning internally and externally.

Roll out Accountability Mechanism for Rohingya Response (20% of time)

- Work closely with programme colleagues to functionalize the community's complaint and feedback handling mechanism, which links to wider M&E and Accountability processes.
- Provide technical guidance for maintaining standardized information-sharing systems and handling complaint feedback and response mechanisms (CFRM), etc.
- Facilitate to collect community feedback, compile and share with management and MEAL unit.

Reporting and Documentation (30% of time)

- Regularly support updating project data into AAB's M&E and Accountability data management system.
- Prepare Monthly, Quarterly, & Final project reports and share with the AAB management & Donor as per the requirement.
- Collect case stories and assist PM for reporting.
- Conduct weekly process monitoring and share report with AAB MEAL & Project Manager.
- Submit Monthly MIS data to AAB MEAL info and Complete others assigned tasks in MEAL info.
- Any other task assigned by the line manager.

Required Educational Qualification and Experience

Experience:

- At least 2 years' working experience of Rohingya Response in NGO/INGO especially in MEAL or MIS.

Education:

- Preferably Postgraduation, at least a bachelor's degree in Social Science, Anthropology, Statistics, Economics, Mass communication and Journalism and any other relevant subjects from a reputed institution.

Technical Skills/ Key Competencies

- Good Knowledge of Data Management, advance computer proficiency with MS-Word, MS-Excel, MS PowerPoint, and the use of internet.
- Good knowledge and understanding of DO NO HARM principles Experience in Complain & feedback mechanism system.
- Team building and leading capacity and ability to work under pressure and deadline.
- Speaking and writing skill both in Bangla and English.
- Should be gender sensitive and familiar with Human Rights Based Approach.

Relationships

- S/he will report to the coordinator - MEAL (Monitoring Evaluation Accountability and Learning). S/he will work as a team member in this project.

Application instructions

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

- Last date of application is **26 August 2026**
- Please [click here](#) to submit your application. (ActionAid only received applications through this online recruitment module)

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.