

Organization	Islamic Relief Bangladesh
Head Office Address	Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, islamicrelief.org.bd
Vacancy Title	Assistant MEAL Officer
Number of Vacancies	01
Working Place	Bhasanchar
Nature of Role, Nationality	Project Staff, Bangladeshi National.
Reporting Line Management	Deputy Programme Manager Matrix relation with the MEAL Officer
Project	Food Security, Livelihood and LPG project (FSLL)
Programme	Humanitarian Crisis Response Programme
Project Period	Project Duration up to March 31, 2027
Employment Status	Full time
Monthly Salary Grade	BDT 69,228/= (Consolidated salary)
Benefits & Allowances	A consolidated salary will be provided. No other benefits will be entitled apart from accommodation, mobile bill, tour allowance/Per-diem, insurance coverage (IPD, OPD, Life, DB, CIB), Leave (Annual, Casual, Sick, TOIL/CTO, R&R, Maternity, Paternity) etc.

Organization History:

Islamic Relief Worldwide (IRW) - founded in 1984 and based in Birmingham, UK - is an independent humanitarian and development organization. It supports the world's most vulnerable people in their fight against poverty & suffering regardless of race, political affiliation, gender, or belief, and without expecting anything in return. It is a signatory to the Code of Conduct for the International Red Cross and Red Crescent Movement.

IRW has a presence in 45 countries across the globe. Some funds of the organization come from individual donations and others from institutional donors such as the DFID, EU, SIDA, CIDA/IDRF, Forum Syd, WFP, UNDP, and ECHO.

Islamic Relief (IR) started working in Bangladesh in 1991 to help the distressed survivors of the devastating cyclone by providing emergency relief and supporting communities to rebuild in the wake of that cyclone. Initially, it focused on emergency relief & disaster preparedness activities. Later on, it expanded its programs on both humanitarian and development challenges. Now it works in an integrated manner combining emergency humanitarian assistance, short-term work opportunities, shelter support, awareness & training on different DRR, climate change, development, health & hygiene and social issues, cash grants, IGA means, health & nutrition, safe water & sanitation, education, advocacy and linkage with different service providers. As a registered charity, IR is open and transparent; it continually assesses its work and operational methods to improve impact and effectiveness. Islamic Relief values and commitment to safeguarding: IRB is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation, abuse, lack of integrity, and financial misconduct; and committed to promoting the welfare of children, young people, adults, and beneficiaries with whom IRB engages. IRB expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records checks. IRW also participates in the Inter-Agency Misconduct Disclosure Scheme.

In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse, and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

Main Duties & Responsibilities:

Objective	Activities	Working & Time Ratio (%)
Design planning & ensure effective monitoring of the project	- Assist in developing project implementation plans and monitoring schedules in coordination with the program team. - Support the design and review of logical frameworks, results matrices, and monitoring tools tailored to project goals. - Help develop and review M&E plans and frameworks in collaboration with the MEAL and program teams. - Prepare monthly work plans and break them down into weekly and daily tasks for effective tracking. - Conduct regular field visits to assess progress, verify activities, and identify gaps in Livelihood and WASH interventions. - Collect and compile data from field teams using approved formats and ensure timely reporting. - Monitor project indicators and targets using sex, age, and disability disaggregated data. - Coordinate with project leads (WASH and Livelihood) and the MEAL team to ensure alignment with donor and organizational monitoring standards. - Document field observations and share feedback with the project team to improve implementation quality. - Track compliance with donor requirements and ensure timely submission of monitoring updates.	35%

	- Support the integration of community feedback into monitoring processes to strengthen accountability. - Assist in applying the program quality framework across Livelihood and WASH components through documentation and field-level coordination. - Help design and adapt monitoring tools specific to Livelihood and WASH activities. - Maintain records and checklists to ensure donor compliance and reporting requirements are met. - Assist in tracking project indicators and updating monitoring dashboards or tools. - Report implementation challenges, especially those related to Livelihood and WASH, and support the Project Lead in resolving them. - Coordinate with field staff to ensure timely data collection and reporting aligned with project timelines.	
Information Management and Reporting	- Coordinate with Project Officer/ Senior MEAL Officer/ Deputy Programme Manager and responsible for preparing all types of daily, weekly, monthly, interim, and Project completion reports of all projects in Bhasan Char. - Prepare qualitative and quantitative reports of all projects in Bhasan Char, Coordinate with the project team, and contribute to preparing project completion reports. Must be sound in statistical data analysis (SPSS, Excel, Pivot Table) and report generation. - Prepare monthly, quarterly, and final reports as per the program and project needs. - Contribute to preparing monthly donor reports, providing a progress report to the supervisor, and meeting the different reporting deadlines, Maintain monthly reporting deadlines of different internal Donors in their specific reporting formats. - Assist in data collection training and orientations - Collect data as per questionnaires designed in Kobo Toolbox by using a smartphone or tab, and review and submit to the server within the timeline. - Contribute to WASH, Livelihood, NFI, LPG distribution, and Child Protection Projects data management and reporting in Bhasan Char	30%
Accountability & learning	- Ensure complaint log & register at the project level. - Practice & promote SPHERE & Core Humanitarian Standard (CHS) throughout the project. - Ensure complaint & feedback Mechanism (CFM), Child Protection, Safeguarding & Gender Sensitivity issues about project activities. - Organize learning & workshops withing project & program. - Prepare success stories/case stories - Maintain regular learning log and share the learning to the project staff	10%
Capacity building initiatives for project participants, key stakeholders & project staff	- Provided one-to-one coaching to staff for understanding project goal & objectives. - Orient key stakeholders on Complaint & Feedback Mechanism (CFM), Child Protection, Safeguarding & Gender Sensitivity issues in relation to project activities. - Organize training & workshops in different sectors for internal & external stakeholders. - Organize any other need-based capacity building sessions for project staff and project participants	5%
Research & evaluation	- Conduct need assessment, research, PDM, after action review, study baseline, mid-term and end line evaluation. - Conduct Survey, FGD and KII for assessment purposes. - Work with IRB MEAL team to conduct different studies. - Provide technical support to KOBO tools development & orientation for Data collection for assessment purposes	10%
Other requirements	- Maintain the stock book, inventory and other essential registers properly and timely in an effective manner - Support in the procurement of materials like requisition, follow-up, etc. Willing and able to travel frequently for extended periods and to remote areas of the projects	10%

	• Willing and able to travel frequently for extended Activities. periods and to remote areas of the projects and able to travel frequently for extended periods and to remote areas of the projects • Participate & involved with seasonal programs (Ramadan, Qurbani, Winterization, etc.). • Ensure the safety of team members from any harm, abuse, neglect, harassment, and exploitation to achieve the program's goals on safeguarding implementation and as well as Act as a key source of support, guidance, and expertise on safeguarding. for establishing a safe working environment • Being a member of Islamic Relief as a child-friendly organization, it is the core responsibility and obligation of each staff member to understand and obey IR Child Protection & PSEA Policy and respond accordingly as and when required • Perform any other duties assigned by the Supervisor	
	Total	100%

Person Specification:

Essential:

Academic Qualification

- Bachelor's degree in development studies, Urban and Regional Planning, Statistics, Anthropology, Social Work, Disaster Management, Economics, Statistics, or any other relevant social science field.

Experience

- Minimum 3 years' working experience in Project Monitoring and Evaluation, information management, data management, survey design and questionnaire development.
- Experience working in humanitarian response/FDMN context is highly preferred.

Core Competencies

- Strong skills in Project Implementation Skill, Facilitation Skill, Reporting & Documentation Skill.
- Excellent in Coordination/Networking/Communication Skill, Monitoring & Evaluation, Communication & Networking.
- Demonstrated teamwork, and collaboration skills.
- Excellent in Problem-Solving, Decision Making & Conflict Resolution.
- Positive attitude and willingness to collaborate effectively within teams.
- Commitment to IR Values: Sincerity, Excellence, Social Justice, Custodianship, and Compassion.
- Committed to self-development, continuous learning and quality improvement; displays self-confidence and self-motivation.
- Commitment to the organization's vision and mission.
- Excellent interpersonal and behavioural skills.
- Skills in planning, analytical/strategic management.
- Knowledge of personal health, safety, and security.
- Willingness to adapt to IR's norms and values.
- Demonstrates a high level of integrity and professionalism.
- Willing to travel and work in the most remote areas of Bangladesh if required any emergency.

IT Skills

- Proficiency in Microsoft Word/Excel /PowerPoint & Basic Internet using.

Language Requirements

- Strong proficiency in reading, writing, speaking, and listening in both English, Bengali and Chittagong Dialect.

Desirable

- Ability to understand Financial Management, Project Management, Social/Community Mobilization Skill, Activity Management,
- Excellent in Leadership.

APPLY INSTRUCTION:

If you believe your qualifications, exposure, and experience match our requirements, and you are dedicated to upholding the values and principles of Islamic Relief, please apply through BDJOBS on or before the closing date. Only shortlisted candidates will be contacted for further selection

EQUAL OPPORTUNITIES:

Female Candidates are highly encouraged to apply. However, Islamic Relief Bangladesh considers diversity in the workplace and is a committed equal opportunity employer. We encourage applications from all suitable candidates regardless of race, family/marital status, ethnicity, disability, class, caste, or religion