



Organization	Islamic Relief Bangladesh
Head Office Address	Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, islamicrelief.org.bd
Vacancy Title	Monitoring and Reporting Officer
Number of Vacancies	1
Working Place	Satkhira, Shyamnagar
Project Name	Scaling up Inclusive Climate Resilience of Vulnerable Communities through Locally led Adaptation (ICRA)
Nature of Role, Nationality	Project Staff, Bangladeshi National.
Employment Status	Full time
Contract Duration	Initially for six months, upon review & Satisfaction, it will be extended.
Monthly Salary	Negotiable
Benefits & Allowances	Mobile bill, Tour allowance/Per-diem, Provident fund, Weekly 2 holidays, Insurance coverage (IPD, OPD, Life, DB, CIB), Festival Bonus, Long Service Awards, Leave (Annual, Casual, Sick, TOIL/CTO, Maternity, Paternity and R&R) and Gratuity, 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.

Duties & Responsibilities:

Objective	Activities	Weightage
Ensure effective designing, planning & monitoring of the project	<ul style="list-style-type: none"> Develop different qualitative and quantitative methods, tools and strategy for monitoring, evaluation and research of the activities s under ICRA by taking technical support from Central MEAL department. Prepare and review M&E plan and ensure all compliance of IRW MEAL framework for the project. 	30%

	<ul style="list-style-type: none"> • Support project lead in regular/periodical monitoring/RBM of the indicators of impact, outcomes, outputs and activities of the project. • Organize monitoring field visit of the project on a regular basis. • Develop an effective information & data management process within the project • Conduct process and performance monitoring of the project activities. • Ensure compliance with the IRB, IRW and donors' policy, guideline and instructions. • Develop MIS/tools/modules/checklist on a regular basis to ensure effective project operation monitoring and management • Develop Indicator Performance Tracking Table/IPTT and update regular basis to track project progress 	
<p>Support Programme team in information sourcing & project development</p>	<ul style="list-style-type: none"> • Support in data analysis and reporting of different need assessments, baseline, end line surveys and post-distribution monitoring (PDM) within the project. • Collect primary & secondary information through FGD, CCM, KII and literature review and ensure SADDD is properly done. • Support project team in sourcing information and data for project reporting. • Support in developing project concept note, proposals on a different context. • Carry out desk research, using a range of methods and sources of data, related to inequality and social innovation practices. • Conduct qualitative analysis of data conducted through interviews, focus groups, workshops or other methods. • Carry out quantitative data analysis of existing secondary data sets and primary quantitative data. • Conduct various research activities (which includes Community feedback session and satisfaction survey) and action research/field survey/assessment under Programme/IRB. 	<p>15%</p>
<p>Ensure effective reporting & data achieving according to the project need</p>	<ul style="list-style-type: none"> • Support in preparing project documents, case studies, monitoring report etc. • Support in preparing monthly, quarterly, interim, and final narrative report as per proposal and project need. • Assure compilation of results, learning and uptake from all the activities. 	<p>30%</p>

	<ul style="list-style-type: none"> • Take lead in data collection, processing and analyzing data as per project need. • Support to compile relevant project data and prepare documents for creating evidence base for adopting rights and entitlements of project rightsholders. • Assure compilation of results, learning and uptake from all the activities. 	
Accountability and Learning	<ul style="list-style-type: none"> • Assist to handle Complaint Feedback Mechanism (CFM), maintain data based on complaint or cases as well as maintain project-based CFM log book. • Contribute to Core Humanitarian Standard and IHSAN Standards of Islamic Relief Bangladesh. • Maintain lesson learnt log to accumulate learning of the project. • Assist in coordinating, organize, facilitation and documentation lesson learning workshop. • Update and coordinate with the IRB MEAL team on accountability and learning activities. • Assist to organize annual learning and sharing meeting. 	10%
Capacity building initiatives for project participants, key stakeholders and project staffs	<ul style="list-style-type: none"> • Undertake capacity-development initiatives of staffs in data collection, stakeholder interview and activity monitoring process. • Support to prepare capacity development materials climate adaptive livelihood; provide technical support in conducting capacity building initiatives. • Orient key stakeholders on Complaints & Feedback Mechanism (CFM), Child Protection, Safeguarding & Gender Sensitivity issues in relation to project activities. • Support to organize training, workshop, fairs etc. in different sector for internal and external stakeholders. 	10%
Others	<ul style="list-style-type: none"> • Participate & involve with seasonal program (Ramadan, Qurbani, Winterization etc.) activities. • Take initiatives for effective monitoring and ensure security of project staffs and participants during intervention. • Facilitate donor/external visit and ensure that recommendation of visitors is addressed. • Willing and able to travel frequently for extended periods and to remote areas of the projects. • Perform any other duties assigned by supervisor. • Being a member of Islamic Relief Bangladesh as a child-friendly organization, it is the core responsibility and obligation 	5%

	<p>of each and every staff member to understand and obey Islamic Relief Bangladesh Child Protection Policy and respond accordingly as and when required.</p> <ul style="list-style-type: none"> Any other task assigned by the project/programme/IRB management. 	
Total		100%

PERSON SPECIFICATION

Academic Qualification:		
Degree Name	Subject	
Masters	Anthropology, Statistics, Disaster Management, Development Studies, Sociology, Social science, social welfare, English, Public Health, Environmental Science or any other relevant subject or any other relevant discipline.	
Sectoral Experiences	Minimum Years	5 Years
	Sector	<p>Experience working in -</p> <ul style="list-style-type: none"> The areas of statistical research, analysis & reporting, and project monitoring & evaluation Planning and managing surveys, developing and refining data collection tools, and with data quality assessments and oversight. Knowledge in Kobo/SPSS/Excel management.

Competency Framework (Skill)		
Competency Name	Essential	Desirable
General:		
Project Implementation Skill.	√	
Project Management		√
Social/Community Mobilization Skill		√
Facilitation Skill	√	
Coordination/Advocacy/Networking/Communication Skill	√	
Reporting & Documentation Skill	√	
Monitoring & Evaluation Skill	√	
Basic Photographic Skill	√	
Financial management		√
Decision making		√
Conflict resolution	√	
Leadership	√	
Self-development	√	
Problem solving	√	
Planning, analytical and organizational skills	√	
Strategic Management		√
Ability to work under pressure and manage workload effectively	√	
Supportive, effective and good team player	√	
Staff Management		√
Willing to adapt to IRW's norms and values	√	
Competency Name	Essential (Please Tick)	Desirable (Please Tick)



IT Skill: Working knowledge/Proven Expertise of Microsoft Word/Excel/Power Point/Adobe Photoshop/Illustrator/Basic Internet/Statistical Software/Database Management/ Basic Hardware & Software Installation/Troubleshooting etc.	Proven Expertise of Microsoft Word/Excel/Power Point/SPSS/KOBO/ODK Full competence of tools for collection, data management and statistical analysis	
Language: Excellent/Working knowledge-Reading/Writing/Speaking/Listening-English/Bengali/Other-1/Other-2	Excellent- Reading/Writing/Speaking/Listening for English & Bengali	
Physical: No serious illness	√	
Prerequisites: Have a valid driving license for motor bike and willing to travel and work in the most remote areas of Bangladesh	√	

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:

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.**