



Organization	<b>Islamic Relief Bangladesh</b>
Head Office Address	Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, <a href="http://islamicrelief.org.bd">islamicrelief.org.bd</a>
Vacancy Title	<b>Senior Project MEAL Officer</b>
Number of Vacancies	1
Working Place	Anywhere in Bangladesh
Program Name	Humanitarian & Resilience Programme
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	86572/-
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 Gratuity, etc.
Age Limit	Maximum (At Most) 55 years (As per National ID Card/Birth Certificates)

**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, without expecting anything in return. It is a signatory to the International Red Cross and Red Crescent Movement Code of Conduct.

IRW has a presence in 45 countries across the globe. Some organization funds come from individual donations and others from institutional donors such as the DFID, EU, SIDA, CIDA/IDRF, Forum Syd, WFP, UNICEF, 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 after 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 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 prioritize 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 (%)
Ensuring effective designing, planning & monitoring of the project	<ul style="list-style-type: none"> <li>Prepare and review the M&amp;E plan and ensure all compliance of IRW MEAL framework for the project.</li> <li>Develop different qualitative and quantitative methods, tools and strategies for monitoring, evaluation and research of the projects under the Humanitarian and Resilience Programme by taking technical support from the IRCO MEAL department.</li> <li>Support project lead in regular/periodical monitoring/RBM of the indicators of impact, outcomes and outputs of the project.</li> </ul>	30%

	<ul style="list-style-type: none"> <li>• Develop an effective information &amp; data management process for the project in line with the IRB central data management system.</li> <li>• Support developing process and performance monitoring guidelines for the project in consultation with the IRCO MEAL department.</li> <li>• Conduct process and performance monitoring of the project as per guidelines.</li> <li>• Ensure compliance with IRB, IRW and donors' policies, guidelines and instructions.</li> <li>• Develop Indicator Performance Tracking Table/IPTT, appropriate tools and mechanisms to collect data and update regular basis to track project progress</li> <li>• Organize monitoring field visit of the project on a regular basis.</li> <li>• Develop MIS/tools/modules/checklist on a regular basis to ensure effective project operation monitoring and management</li> </ul>	
Supporting Programme team in information sourcing & project development	<ul style="list-style-type: none"> <li>• Support in data analysis and reporting of different need assessments, baseline, end-line surveys, Onsite Distribution Monitoring (ODM) and Post Distribution Monitoring (PDM) within the project.</li> <li>• Collect primary &amp; secondary information through FGD, CCM, KII and literature review and ensure SADDD is properly done.</li> <li>• Support the project team in sourcing information and data for project reporting.</li> <li>• Support in developing project concept notes, and proposals in a different context.</li> <li>• Carry out desk research, using a range of methods and sources of data, related to inequality and social innovation practices.</li> <li>• Support in conducting accountability assessment activities (which include Community feedback sessions and satisfaction surveys) and action research/field survey/assessment under Programme/IRB.</li> <li>• Conduct qualitative analysis of data conducted through interviews, focus groups, workshops or other methods.</li> <li>• Carry out quantitative data analysis of existing secondary data sets and primary quantitative data.</li> <li>• Conduct various research activities (which includes Community feedback session and satisfaction survey) and action research/field survey/assessment under Programme/IRB.</li> </ul>	15%
Ensuring effective reporting & data archiving according to the project need	<ul style="list-style-type: none"> <li>• Support in preparing project documents, case studies, monitoring reports etc.</li> <li>• Support in preparing the monthly, quarterly, interim, and final narrative report as per proposal and project needs.</li> <li>• Assure compilation of results, learning and uptake from all the activities.</li> <li>• Support to compile relevant project data and prepare documents for creating an evidence base for adopting rights and entitlements of project rightsholders.</li> <li>• Archive the project data and information (hard copy and electronic copy) as per IR guideline.</li> <li>• Share different information and data as per project needs.</li> <li>• Ensure key project information is kept up to date by measuring, gathering, monitoring and storing/documentation data including the progress of activities against strategic and specific targets against projects indicators.</li> </ul>	30%

	<ul style="list-style-type: none"> <li>Analyze the impact of project and promote learning by documentation of best-practices. Use this information to support decision-making processes.</li> <li>Support to develop interim/narrative/final donor reporting of other projects under H &amp; RP department.</li> <li>Take lead in data collection, processing and analyzing data as per project need.</li> <li>Assure compilation of results, learning and uptake from all the activities.</li> <li>Engage in project designing, developing project proposal and different Annexes</li> </ul>	
Accountability and Learning	<ul style="list-style-type: none"> <li>Assist to handle Complaint Feedback Mechanism (CFM), maintain data based on complaint or cases as well as maintain project-based CFM log book in consultation and collaboration with IRB CFM Focal.</li> <li>Contribute to Core Humanitarian Standard and IHSAN Standards of Islamic Relief Bangladesh.</li> <li>Maintain lesson learnt log to accumulate learning of the project.</li> <li>Assist to coordinate, organize, facilitation and documentation lesson learning workshop.</li> <li>Assist to organize annual learning and sharing meetings.</li> <li>Update and coordinate with the IRB MEAL team on accountability and learning activities.</li> </ul>	10%
Capacity building initiatives for project participants, key stakeholders and project staffs	<ul style="list-style-type: none"> <li>Undertake capacity-development initiatives of staffs in data collection, stakeholder interview and activity monitoring process.</li> <li>Support to prepare capacity development materials for climate adaptive livelihood; provide technical support in conducting capacity building initiatives.</li> <li>Orient key stakeholders on Complaints and Feedback Mechanism (CFM), Child Protection, Safeguarding &amp; Gender Sensitivity issues about project activities.</li> <li>Support to organize training, workshops, fairs and other activities in different sectors for internal and external stakeholders.</li> </ul>	10%
Others	<ul style="list-style-type: none"> <li>Participate and be involved with seasonal programmes (Ramadan, Qurbani, Winterization etc.) activities.</li> <li>Take initiatives for effective monitoring and report on security-related issues to the security focal or project management.</li> <li>Facilitate donor/external visits and ensure that the recommendation of visitors is addressed.</li> <li>Willing and able to travel frequently for extended periods and to remote areas of the projects.</li> <li>Perform any other duties assigned by the management as per IRB policies and guidelines.</li> <li>Being a member of Islamic Relief Bangladesh as a child-friendly organization, it is the core responsibility and obligation of each and every staff member to understand and obey Islamic Relief Bangladesh Child Protection Policy and respond accordingly as and when required</li> </ul>	5%



	<ul style="list-style-type: none"><li>Any other task assigned by the project/programme/IRB management.</li></ul>	
	Total	100%

**Essential:**

**Knowledge, Skill & Qualification:**

- Masters' degree in Statistics, Development Studies, Social science, Social Welfare or any other relevant subject or any other relevant discipline.
- Minimum 7 years' Experience in MEAL, Data collection, Data analysis, Statistical research, analysis & reporting and project monitoring & evaluation, Kobo/SPSS/Excel management.
- Practical knowledge in Project Implementation, Facilitation, Reporting & Documentation, Monitoring & Evaluation.
- Excellent Coordination/Advocacy/Networking/Communication.
- Excellence in Basic Photographic Skill/ MEAL Technical skill (use of MEAL related Apps), SPSS/KOBO/ODK.
- Excellent in Self- development, Problem solving, Conflict resolution, Planning, analytical and organizational.
- Ability to work under pressure and manage workload effectively.
- Supportive, effective and good team player.
- Willing to adapt to IRW's norms and values.
- Proven Expertise in working knowledge of Microsoft Word/ Excel/Power Point.
- Full competency of using tools for collection, data management and statistical analysis.
- Excellent knowledge in Reading / Writing/Speaking/Listening in English & Bengali.
- Having a valid driving license for motor bike and willing to travel and work in the most remote areas of Bangladesh.

**Desirable:**

- Knowledge in Project Management, Social/Community Mobilization Skill, Financial management, Decision making, Leadership, Strategic Management, Staff Management.

**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 (**February 18, 2025**). 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.**