



Vacancy Title	Assistant MEAL Officer
Number of Vacancies	1
Working Place	Bhasan Char

Main Job Responsibilities :

Objective	Activities	Working & Time Ratio (%)
Designing, Planning, and Monitoring	<ul style="list-style-type: none">• Contribute to developing a unique Information Management system/MIS for all the projects at Bhasan Char.• Develop MEAL Plan for each project, Contribute to monthly Plan Vs Achievement tracking, Gap Analysis, help management make strategic decisions, and prepare monthly meeting minutes.• Prepare basic monitoring tools to ensure the quality of planned activities and that they all meet standards.• Provide technical support for conducting need assessment, FGDs, PDMs, baseline, and end-line surveys.• Prepare monthly work plan, break it down to daily/weekly work plan, and ensure implementation of the same.• Contribute to developing Concept notes and Project proposals.• Develop different qualitative and quantitative methods/tools, and strategies for monitoring and evaluation of projects of Islamic Relief Bangladesh.• Overall coordination and support to conduct baseline and end-line surveys (including KAP, PIM, PDM) for WASH and Livelihood activities.• Contribute to preparing a project implementation plan (PIP) considering the proposal and local context to achieve set goals and objectives• Ensure a team environment by supporting program staff in implementing project activities and establishing high-quality performance targets, ensuring adherence to technical standards, best practices, and donor guidelines.• Assist program staff in using appropriate project management tools to plan, review and track progress on project implementation as well as on the utilization of project resources.• Regularly follow up on the project activity, financial status, and work progress and report to management.• Conduct MEAL findings sharing session at the field level with respective project teams.	25%

Research and Evaluation	<ul style="list-style-type: none"> • Provide Technical support to various projects on monitoring, evaluation, need assessment, and research. • Responsible for conducting Baseline survey, Mid Term, and end-line evaluation. • Coordinate and manage to conduct Post Distribution Monitoring (PDM), In-Field Monitoring, and Prepare PDM reports of all projects/seasonal programs. • Responsible for case study collection, reporting, and ensuring media coverage (Photos and videos). • Prepare case studies, need-based papers documents, find out challenges and good practices for the project. • Disseminate reports and study findings to the Monitoring & Reporting officer and maintain reporting deadlines. 	<p>10%</p>
Information Management and Reporting	<ul style="list-style-type: none"> • Coordinate with Project manager/Programme Coordinator 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 (IR Canada, IR USA, etc.) in their specific reporting formats. • Assist in data collection training and orientations • Plan and conduct data collection, supervise data collection teams, work closely with the project team for implementing the MEAL activities at the field • 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, and Child Protection Projects data management and reporting in Bhasan Char. • Conduct training and provide technical support on Mobile data Collection (KoBo), Lead survey team for conducting field-level data collection and report to the Program team. 	<p>35%</p>
Capacity Building and Strategic Development	<ul style="list-style-type: none"> • Organize and conduct project inception workshops with management as well as other stakeholders. • Prepare need-based assessment tools and provide training on that software to field-level staff, community mobilizers, and volunteers. • Conduct capacity-building training for project staff, volunteers, and beneficiaries through sectoral guidelines. • Organize lesson-learning workshops for further organizational development. 	<p>10%</p>



	<ul style="list-style-type: none"> • Work alongside staff to build their capacity in program planning and design; program management; monitoring, and evaluation. • Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks 	
Accountability and Learning	<ul style="list-style-type: none"> • Contribute to handling Complaint and Feedback Mechanism (CFM), maintain the CFM logbook, and ensure regular monitoring of CFM process and procedure. • Identify lessons learned, good practices, and share these with the project and management team, donors/partners, and stakeholders. • Participate and engage in seasonal programs activity monitoring and donor reporting. • Contribute to organizing lessons learned workshops and maintaining the Lessons Learned log book. • Ensure the CFM process at all stages of the project. • Maintain continuous orientation of staff on CFM process, and ensure CFM box, complaint log, and register at project office level • Ensure the visibility of the project in different stages and level and ensure media coverage for donors. 	10%
Other Requirements	<ul style="list-style-type: none"> • Contribute to other project activities and any other tasks as required by program management; • Willing and able to travel frequently for extended periods and to remote areas of the projects. • Ensure the safety of team members from any harm, abuse, neglect, harassment, exploitation, Fraud, Bribery & Money Laundering to achieve the program's goals of safeguarding implementation and as well as Act as a key source of support, guidance, and expertise on the safeguarding of harm, abuse, neglect, harassment, and exploitation, Fraud, Bribery & Money Laundering for establishing a safe working environment • Participate seasonal (Ramadan, Akika & Qurbani) & emergency response programs if require. • 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 line manager. 	10%

Person Specification:

Academic Qualification:		
Degree Name	Subject	
Bachelor	Statistics, Social Science or any other relevant subject.	
Sectoral Experiences	Minimum Years	3

	Sector	Experience in working with: <ul style="list-style-type: none"> Project Monitoring and Evaluation, information management, data management Basic knowledge of survey design and questionnaire development
Competency Framework (Skill)		
Competency Name	Essential	Desirable
General:		
Project Monitoring and Evaluation Skills	√	
Data analysis and Data management Skill	√	
Conducting surveys, FGDs, developing mobile-based questionnaires	√	
Coordination/Advocacy/Networking/Communication with related sectors	√	
Strong writing, Reporting, and documentation skills	√	
Monitoring & Evaluation Skill	√	
Basic Photographic Skill		√
Sound Knowledge and skills in the MEAL framework	√	
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 a good team player	√	
Staff Management		√
Willing to adapt to IRW's norms and values		
Context-specific activity monitoring and Reporting	√	
Seasonal Program Implementation, Monitoring and Reporting	√	
The capacity of conducting surveys, post distribution monitoring (PDM)	√	
Practical MEAL capacities, and skills	√	
Competency Name	Essential	Desirable
IT Skill: SPSS software, Excel (Pivot Table), KoBo Toolbox application, Proven Expertise in Microsoft Word/Excel/PowerPoint/Adobe Illustrator/ GIS mapping, Internet/Statistical Software/Database Management/ Basic Hardware & Software Installation/Troubleshooting, etc.	√	
Language: Excellent/Working knowledge- Reading/Writing/Speaking/Listening- English/Bengali/Other-1/Other-2	√	



Physical: No serious illness	√	
Prerequisites: Have a valid driving license for a motorbike and be willing to travel and work in the most remote areas of Bangladesh. Other-1 Other-2		√

APPLY INSTRUCTION:

If you feel that your qualifications, exposure, and experience match our requirements, and you are willing to commit to our values and are sympathetic to our beliefs then please download the Application Form from our official website (islamicrelief.org.bd) and send the filled form to **recruits@islamicrelief-bd.org** on or before the closing date. Please mention only the “Position Name” as the subject of the e-mail. **Interviews are expected to take place on an ongoing basis and the vacancy may close earlier than the above closing date).** Only shortlisted candidates will be contacted for a selection Test.

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 gender, race, family or marital status, ethnicity, disability, class, caste, or religion**