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| Vacancy Title | MEAL Officer | | |
| Number of Vacancy | 1 | | |
| Working Place | District Name | Name of City/PS/Upazilla | Name of Area/Union/Ward |
| | Jamalpur | Islampur | |

Main Duties & Responsibilities:

| Objective | Activities | Working & Time Ratio (%) |
|----------------------------|---|--------------------------|
| Monitoring and Evaluation | <ul style="list-style-type: none"> Contribute to develop concept note and project proposal Design and implement data collection tools and methodologies, including surveys, focus group discussions, interviews, and participatory methods, to monitor project activities and outcomes effectively. Develop and implement a comprehensive MEAL plan aligned with project objectives, indicators, and donor requirements. Regularly collect, analyze, and interpret quantitative and qualitative data to track progress against project indicators and targets. Collaborate with project staff to ensure timely and accurate reporting on project activities, outputs, outcomes, and impact. Organize frequent field visit (80%) to verify data quality, ensure compliance with standards, and identify areas for improvement Coordinate and manage to conduct baseline survey, need assessment, feasibility study, RBM, After Action Review, Post Distribution Monitoring, Midterm and Final Evaluation and impact study of various projects Provide technical support to various projects and programmes on monitoring and evaluation, need assessment and managing research Contribute to develop an information management system for IRB | 50% |
| Accountability | <ul style="list-style-type: none"> Establish and maintain feedback mechanisms to ensure the active participation of beneficiaries, particularly women, children, elderly, and people with disabilities (PWDs), in project design, implementation, and evaluation. Facilitate community feedback sessions, complaints, and response mechanisms to address grievances and improve program effectiveness. Document and respond to beneficiary feedback in a timely and transparent manner, ensuring accountability and responsiveness to community needs. Contribute to conduct academic research and action research Contribute to ensure Core Humanitarian Standard in the project activities be Islamic Relief Bangladesh Contribute to coordinate, organize, facilitation and documentation lesson learning workshop, project planning workshop, exit meeting. Contribute to organize annual learning and sharing meeting of various projects | 20% |
| Coordination and Reporting | <ul style="list-style-type: none"> Coordinate with project managers, technical experts, and implementing partners to ensure harmonized MEAL approaches across project components and locations. Ensure coordination and integration across various sectors and approaches in the working areas. Contribute to prepare monthly reports, quarterly narrative reports, | 15% |



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| | <p>final reports of different projects</p> <ul style="list-style-type: none"> • Contribute to generate quality research report, baseline study report, monitoring and evaluation report, after-action review report, post distribution monitoring report and field visit reports and any others as well. • Prepare and submit timely and accurate MEAL reports, including progress reports, donor reports, and evaluations, in compliance with IRB and donor requirements. | |
| Capacity building and Strategic Development | <ul style="list-style-type: none"> • Facilitate regular learning events, workshops, and reflection sessions with project staff and stakeholders to capture lessons learned, best practices, and innovative approaches. • Contribute to organize dissemination workshop with management as well as other stakeholders • Support capacity building initiatives for project staff and partners on MEAL methodologies, tools, and techniques to strengthen their monitoring, evaluation, and learning capabilities. • Contribute to IRB partnership screening and development work • Contribute to develop and updated IRB Business plan and Country strategy | 10% |
| Other Requirements | <ul style="list-style-type: none"> • Participate & involved with seasonal programs (Ramadan, Qurbani, Winterization, etc.) activities; • Take initiatives to ensure the security of project staff and participants during the intervention; • Support in the procurement of materials like requisition, follow-up etc. • Facilitate donor/external visits and ensure that recommendations of visitors are addressed. • Ensure CFRM in the project area and office. • 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, 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 the IR Child Protection & PSEA Policy and respond accordingly as and when required. • Perform any other duties assigned by the Supervisor. | 5% |
| | Total | 100% |



Person Specification:

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|-------------------------|---------------|--|
| Academic Qualification: | | |
| Degree Name | | Subject |
| Masters | | Disaster Management, Social Sciences, Statistics, Development Studies or relevant discipline. |
| Sectoral Experiences | Minimum Years | 05 |
| | Sector | Experience in working in <ul style="list-style-type: none"> • Project Monitoring and Evaluation • NGO Experience in national & international especially on MEAL. |

| Competency Framework (Skill) | | |
|--|-----------|-----------|
| Competency Name | Essential | Desirable |
| General: | | |
| Excellent facilitation skills (facilitation of training, awareness sessions, communication with the community). | √ | |
| Coordination/Advocacy/Networking/Communication Skill | √ | |
| Facilitation Skill | √ | |
| Knowledge of humanitarian aid project management tools (project cycle, etc.) | √ | |
| Good planning and organizational skills | √ | |
| Adaptability and comprehension | √ | |
| Capacity to manage teams, while strengthening their competencies and autonomy. | √ | |
| Negotiating skills. | | √ |
| Team-working skills. | √ | |
| Forward-planning and decision-making | √ | |
| Report writing skill | √ | |
| Problem-Solving Skill | √ | |
| Humanitarian Principal | √ | |
| Willing to adapt to IRW's norms and values | √ | |
| Community Mobilization | √ | |
| General Knowledge on FLS, WASH, Health, GBV infrastructure Maintenance | √ | |
| Flexibility under pressure and in response to changing needs | √ | |
| Willing to adapt to IRW's norms and values | √ | |
| IT Skill: | √ | |
| Working knowledge of Microsoft Word/ Excel/PowerPoint/ Working knowledge on statistical tools - SPSS/STATA/R Working knowledge on survey tools - KOBO collect/ODK Basic Internet/ 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 motor bike and willing to travel and work in the most remote areas of Bangladesh | | |

**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. **Only** shortlisted candidates will be contacted for written tests & interviews.

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**