



Vacancy Announcement

Position Name: M & E Officer

Vacancy: 1

Job Context: Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV) is a non-government, non-political, Bangladeshi organization under its Health & Nutrition program providing lifesaving health & nutrition support to the displaced people arriving from the Rakhine state of Myanmar and the host community people of Cox's Bazar.

As part of its Health & Nutrition interventions in support with Concern Worldwide, SARPV will implement multi-sectoral PRM project titled “**Delivering Health, Nutrition and Livelihood, and Protection services for Rohingya Refugees and vulnerable host communities in Cox's Bazar, Bangladesh**” from November 2020.

Job purpose:

The M & E Officer-MIS & Database is responsible for the quality of the MEAL work, ensuring that it captures the impact, outcomes, outputs and activities of the project and to ensure that M & E support is adequately provided to the project on M & E database, best practices, tools, and processes.

Liaises with:

The M & E Officer-MIS & Database will work closely with the MEAL team in supporting to the programme. This position will liaise with MEAL team as its part of MEAL team, PC as there is a dotted line to PC on line management and Other MEAL officers on issues around databases and CRM Consortium partner agencies.

The M & E Officer-MIS & Database will liaise with Project Coordinator and other departments; Logistics Finance, HR to ensure the project receives necessary support from the support teams. The AO will report to the MEAL Coordinator.

Job responsibilities:

1. Program/project design and learning:

- To ensure adequate support is provided to planning and implementation of the monitoring and evaluation functions of this project; including leading on beneficiary information collection and protection, accountability to beneficiaries, availability and use of appropriate reporting tools in the field, and reporting against the project indicators, as per the agreement with the donor.
- Support adaptation of activity workplans and implementation according to the project design
- Plan, develop and implement beneficiaries database, reporting tools and templates and the information management system for the project
- Manage and Implement MIS System and Provide training on MIS system to the project team as needed
- Perform data quality checks to ensure data integrity and reliability, and track assessments, reviews and evaluations, including through data collection, data entry and data analysis
- Support in developing the monitoring and evaluation and learning plans, and lead the various surveys required for the project

- Review and address the needs of project team related to information management, data processing and utilization
- Coordinate programme staff's routine activity and output/outcome monitoring data collection
- Regularly analyse M&E data and share with MEAL Coordinator and feed back to programme team, project colleagues immediately on issues that need immediate attention
- Analysing and compiling data from project areas to measure the progress and impact of projects' activities (including data on complaints or feedback from beneficiaries) and provide feedback to the project colleagues on overall progress towards results and alignment.
- Regular visit projects area to strengthen the M&E element of the project and support the MEAL Coordinator use of findings
- Assist MEAL Coordinator in donor reporting and other tasks required for the project monitoring, evaluation, accountability and learning
- Support colleagues to ensure achievements of the project are identified, promoted and shared both within programme and also within SARPV Worldwide, Bangladesh
- Ensure a friendly collaborative working culture within the team, actively sharing information and knowledge to enable the team to ensure effective learning and sharing across the organisation
- Contribute to the process of implementing quality programme by ensuring that the CHS standard of accountability is conceptualized and effectively implemented throughout the organization, and at Cox's Bazar and the country programme level, according to the need.

Employment Status: Contractual, until 31st August 2021 (renewable)

Educational Requirements:

- Bachelor & Master's degree in Nutrition/Food Science & Livelihood related fields.

Experience Requirements: 2 years work experience in nutrition or food security & livelihood related fields.

Additional Requirements:

- Experience in managing project budget is required
- Good computer and report writing skills are required
- Strong written and verbal communication skills in English is required
- Experience with the Care Group approach would be an advantage
- Experience working with older people over 60 years and children would be an advantage
- Good knowledge on Rohingya refugee context is desirable

Job Location: Ukhiya of Cox's Bazar district.

Salary: Monthly Gross salary 55,000/- Taka

Compensation & Other Benefits:

- 2 days weekly holiday

- 2 Festival bonus
- Gratuity-1 month on gross salary yearly
- 5% PF contribution from organization
- Boishakhi allowance 5% on gross salary
- Local transport, mobile call charge and others allowance will be applicable as per organization's policy.

Apply procedure: If the candidates feel that their qualification, exposure and experience matches with our requirements, and they are willing to commit to our values and are sympathetic to our beliefs then please send your complete and updated CV to career.sarpv@gmail.com 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 in a shortest time after the application deadline. Only shortlisted candidates will be contacted for the further selection process.

Application deadline: 12 November 2020

Organization information: Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV) is devoted to work for the most underprivileged and marginalized vulnerable groups of the society for their socioeconomic development to transform them as productive human resource with a dignified lifestyle. People with Disability are the prime focus of our every work. Along with the disability issue SARPV is also intervening in various sensitive issues like poverty eradication, educational support, health service providing, establishing rights, climate change and DRM, skill development to integrate the vulnerable groups in the mainstream of society those who are leading life with uncertainty in the society.