

## MIS Officer

SARPV

Vacancy

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### 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 Responsibilities

#### Project Implementation

- 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 , 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.

And also other duties assign by Program Manager

#### Employment Status

- Full-time, Contractual, until 31st August 2022 (renewable)

#### Educational Requirements

- Bachelor & Master's degree in Statistics, Nutrition/Food Science & Livelihood related fields.
- 2 years work experience in Data Management or food security & livelihood related fields.
- Ability to communicate fluently in Rohingya language or Chittagonian is required

#### Experience Requirements

- 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

Cox's Bazar (Ukhia)

Salary Tk. 55000 (Monthly)

## Compensation & other benefits

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

## Job Source

Bdjobs.com Online Job Posting.

### Read Before Apply

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 [sarpv.advertisement@gmail.com](mailto:sarpv.advertisement@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.

**\*Photograph must be enclosed with the resume.**

### Apply Procedure

Send your CV to [sarpv.advertisement@gmail.com](mailto:sarpv.advertisement@gmail.com)

Application Deadline: **8<sup>th</sup> November, 2021**