

Vacancy Announcement for the position of Monitoring & Reporting Officer

Job Title: Monitoring & Reporting Officer
Project Name: Investment Component of Vulnerable Group Development Programme (2nd Phase)
Duty Station: Khulna division
Duration of Appointment: 1 year
Expected Starting Date: As soon as possible

ABOUT Program

Investment Component for Vulnerable Group development Programme (2ndPhase) project is one of the social safety net projects funded by World Food Programme (WFP) which will be implemented in seven rural and one urban Upazilas of Bangladesh. The overall programme objective is to achieve specific nutrition outcome for children by implementing nutrition sensitive social protection programme envisioned in National Social Security Strategy (NSSS) of Bangladesh. The project will be implemented in collaboration with the Ministry of Women & Children Affairs (MOWCA) of Bangladesh Government. Uttaran will work as strategic partner providing required technical assistance and overall implementation support to implementing NGOs at field level.

Uttaran is an NGO working Bangladesh since 1985 to uphold rights and entitlements and to improve the socio-economic condition of the poor and disadvantaged community people. Uttaran is a people centered organization using a rights based approach to alleviate poverty, diversify livelihood opportunities and empower poor communities of Bangladesh.

Scope of the Work

A **Monitoring & Reporting Officer** will be responsible for the following tasks:

Programme Implementation & Planning

- Monitor all project activities, expenditures and progress towards achieving the project output of ICVGD
- Develop monitoring and impact indicator for the success of ICVGD project
- Monitor and evaluate overall progress on achievement of results of ICVGD
- Provide feedback to the Project Management on project strategies and activities
- 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 reduce such bottlenecks
- Report monthly, quarterly, half-yearly and annual progress on all project activities to the Project Manager

Capacity Building

- Conduct capacity assessment on existing monitoring and evaluation system & Develop indicators and a monitoring strategy for the project
- Provide inputs, information and statistics for quarterly, annual and other reports to Project Management & WFP
- Organize and conduct training on M&E for project staff

Programme Coordination and Other support

- Participate in annual project reviews and planning workshops and assist the Project Manager in preparing relevant reports
- Assist the project personnel preparing M&E tools and in supporting them in their use

Any other additional activities as per organizational (NGO/GOB/WFP) needs.

Expected Results/Deliverables:

Degree of expertise and Qualifications

- Maximum 45
- University Degree preferably in Business Administration, Economics or related field.
- At least 5 years of experience in the design and implementation of M & E/MIS in development projects implemented by national/international NGOs/UN bodies/ Government
- In-depth knowledge on MIS, M & E and development issues
- Excellent knowledge of monitoring and the application of methodology: Good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities;
- Experience in designing tools and strategies for data collection, analysis and production of reports
- Proven ICT skills, especially in the development of MIS software using database software
- Expertise in analyzing data using statistical software
- Strong training & facilitation skills.

Reporting & Supervision

- The Monitoring & Reporting Officer, will work under the direct supervision of Program Manager of the organization.
- He/ She will work closely with the Training Manager & other Training Officers of the ICVGD project

Salary

Monthly gross salary BDT. 35,000/-

Compensation & Other Benefits

As per project design.

Application Process

Please send your resume/CV with photograph along with a cover letter showing your suitability for the position latest by 21 November, 2019 addressing to The Director of Uttaran, Regional Office, Tala, Satkhira. Application should be sent via courier/postal services. Please mark the position applied for on the envelope. Women and indigenous people are especially encouraged to apply. Any canvassing will result in disqualification. Only short listed candidates will be contacted for interview.

Company Information



Uttaran

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