

ActionAid Bangladesh is looking for suitable candidates for the following position:

Senior Officer - Monitoring, Evaluation Accountability and Learning (MEAL)

Unit	:	Monitoring, Evaluation Accountability and Learning (MEAL)
Location of posting	:	Dhaka
Types of contract	:	Contractual
Duration of contract	:	31 December 2025
Number of position	:	1 (One)
Salary and benefits	:	Monthly Gross Salary will be BDT. 75,705 with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance, mobile & internet allowance etc, as per HROD Policy.

Job Summary:

The Senior Officer – Monitoring, Evaluation and Data Management will contribute directly to the design, implementation, and maintenance of ActionAid Bangladesh’s (AAB) digital information collection and management process. The incumbent will work with internal participants database, indicator tracking, the National and Global Output and Outcome Reporting System, and administer of database of projects. Additionally, the incumbent also will work with key personnel to support data extraction, visualisation, and capacity building as required.

Key responsibilities include (not limited to):

Specific:

- Lead on the development and rollout of systems and procedures for Data Management or Information Management systems.
- Maintenance and design of AAB Bangladesh’s participants database, providing technical support and training to database users.
- Develop and modify procedures to assure programme-level data collection and data entry in the database.
- Conducting analysis, mapping the requirements and gaps, generating reports, and extracting data from a database system.
- Design and manage dashboards on programme data for the management.
- Lead on the design and rollout of data quality checks on the data registered in the beneficiary database, Indicator Tracking.
- Develop a GIS-based data visualization system and strengthen internal capacity to roll out GIS in broader aspects.

- Minimize data collection, data entry and reporting efforts by introducing digital processes/ automatization.
- Contribute to internal learning to help improve AAB processes and project delivery through the provision of specific technical analysis, lessons learned and reports.
- Responsible for user administration across data management systems, including general end-user support.
- Support the development of troubleshooting guides and guidelines for AAB Bangladesh staff for common data management-related issues/complaints.
- Background with Complaints and Response Mechanism system (CRM) will be an advantage.
- Any other responsibilities assigned by the line Manager.

People Management: (15% Time)

- Support partner's staff to ensure data collection process, data management, reporting and planning.
- Build capacities of partners on participatory monitoring and evaluation, developing participatory tools, methods, and reporting and accountability.

Communication: 15% (15% Time)

- Participate and contribute to coordination meeting with programme/project team/ MEAL team.
- Regular sharing of M&E findings with staff, partners, primary stakeholders, and other appropriate forum as well as M&E reports update to the decision structures for future actions.
- Any other reasonable duty as may be assigned that is consistent with the nature of the job and level of responsibility in consultation with MEAL- Manager and project/ programme manager

Relationships

Senior Officer - Monitoring, Evaluation Accountability and Learning (MEAL) will report to Deputy Manager – MEAL of ActionAid Bangladesh. S/He has to maintain functional relationship with his/her peers, greater programme team including project teams under PPC Directorate and organisation's priority teams. S/He must be able to communicate with other teams and units both programme and operational.

Required Educational Qualification and Experiences

Education

- Graduate Degree, preferably in in Statistics/ /Population Science/ Development Studies/Environmental Studies/ Computer Science or relevant discipline.

Experience

- At least 3-4 years of working experience in relevant field, especially in M&E in the development sector. Having relevant training or certificate course will be an advantage.

Required Competencies

- Hands-on experience to work qualitative and quantitative data management in line with Monitoring and Evaluation Framework.

- Experience working in information management and database development.
- Ability to present data and convey information clearly and concisely.
- Demonstrated ability to transfer knowledge to diverse audiences through formal and non-formal methods.
- Contextual understanding, specifically on Human Rights Based Approach Programming.
- Fluency in English (speaking, reading, writing), other languages are an asset.
- Computer skills, including MS Excel, Access, Power BI, GIS, SPSS/Stata
- Proven skills in setting indicators, tools, and systems and in quality assurance.
- Experience in developing and managing a country-level dashboard on program data.
- Experience in ensuring data quality management
- Ability to present data and convey information clearly and concisely
- Excellent data analyzing, documentation and report writing skills are essential.
- Proficiency in MIS and thorough practical knowledge of statistical packages such as SPSS.
- Should be proficient in computer operation and in Kobo toolbox.
- Fluency in written and spoken English is preferable.
- Willingness for extensive community visit.

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- The last date of application is **28 December 2022.**
- Please [Click Here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce, ensuring equal opportunity for everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

NB: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from job applicants should be regarded as fraudulent.