



URGENT EMPLOYMENT NOTICE

Date: 24/05/2023

Caritas Bangladesh (CB) is a national and non-profit development organization operating in Bangladesh since 1967. It has its Central Office in Dhaka and eight Regional Offices (Barishal, Chattogram, Dhaka, Dinajpur, Khulna, Mymensingh, Rajshahi and Sylhet Region). CB is implementing 89 on-going projects covering 189 Upazilas focusing on six main priorities i.e i) Social Welfare for Vulnerable Communities (SWVC), ii) Education and Child Development, iii) Nutrition and Health Education, iv) Disaster Management, v) Ecological Conservation and Food Security (ECFS), and vi) Development of Indigenous Peoples.

Caritas Bangladesh (CB), Cox's Bazar office is looking for suitable candidate for an immediate appointment as well as to prepare a panel list for **Emergency Response to the Forcibly Displaced People of Myanmar in Bangladesh Project**.

The details of the position including job responsibilities, educational qualification and other qualities /competency required for the above positions are given below for your information:

Details of Position:

Position	: Manager (MEAL)
No of Position	: 1 (One)
Age	: Maximum 45 years
Job Location	: Ukhiya, Cox's Bazar.
Consolidated Salary	: BDT 100,000 per month
Bonus	: As per policy
Job Nature	: Temporary

Educational Qualification:

MSc in Statistics/Demography, Masters of Social Science in Development Studies/Public Administration/Economics/Sociology /Social Work or Welfare/Anthropology preferably with honors degree from any recognized University.

Experience, Knowledge, Skills and Abilities Requirements:

- Minimum 5 years' relevant experience in the similar job in any reputed NGO/INGOs.
- Working experience in Emergency Response Program Sector across the NGOs/INGOs, including a good understanding.

- A good understanding of Project Management, Safeguarding, Child Protection and PSEA (Protection from Sexual Exploitation and Abuse).
- Excellent data management (collection, entry, analysis, and visualization) skills in Microsoft Excel, Access, or similar platforms. Familiarity with analysis software such as Kobo, Comm Care, SPSS, STATA, etc. is a plus.
- Strong verbal and written English communication skills.
- Strong analytical skills with the ability to detect and report inconsistencies.
- Knowledge on local language will be given preference.
- Good command both in English & Bangla.
- Computer skill both English & Bangla on MS-Office.
- Good report-writing and presentation skills.

Job Responsibilities:

- Design and develop methodologies and tools related to monitoring, evaluation and capitalization of lessons learned, and accountability and reporting
- Guide and supervise Monitoring Officers to prepare regular monitoring plans, design tools, conduct surveys, and provide strategic support to assess the progress, analyze and share data with the management to address gaps and challenges.
- Promote the principles and practices of beneficiary accountability at all programs, provide training and coaching in beneficiary feedback and other good practices as required.
- Work closely with donor, management, and Project staff to process, analyze and use information collected to improve management, make necessary adjustments, and assess trends.
- Suggest strategies to the Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks.
- Conduct baseline, midterm and end line surveys and provide analyzed data, success stories and learning document to management for further decision making.
- Perform regular assessment of existing MEAL System and provide direct supervision over MEAL unit staff, particularly the M&E Officers, and ensure that coaching and performance plans are completed on time.
- Work to enhance capacity for quality programming through training and capacity development of staff in MEAL including areas of program assessment, design, monitoring & evaluation methodologies.
- Develop Responsive MEAL system that met the management and donor requirements.
- Facilitate research for contextual understanding, identifying opportunities, vulnerabilities, capacities, and resources.
- Conduct all kinds of research activities, study/evaluation process, and data compilation and provide necessary support in the preparation of the study/evaluation report of the Project.
- Conduct training and help to develop the skills of the project personnel on various aspects of monitoring.

- Any other ad hoc duties related to Monitoring Evaluation Accountability and Learning (MEAL) assigned by ERP Management.

The selected candidate will be appointed on a temporary basis which may be extended for future periods subject to the satisfactory performance and requirements of the Organization. If you feel you are the right person for the above position, you are invited to apply online at: <https://caritasbd.org/career/job-career/>). Please visit <https://www.youtube.com/watch?v=MfOPcLZ1qts> to get tutorial about registering CV in our Job Bank. Contact for technical support if needed: [**caritasrecruitment2023@gmail.com**](mailto:caritasrecruitment2023@gmail.com)

Please note that no hard copies are required. **Closing date is 03/06/2023.**

The candidates who are presently working with Caritas Bangladesh having requisites of the post should apply through proper channels with the approval of the Project/Regional/Central Management.

Only short-listed candidates will be contacted for written test and personal interview. Incomplete & disqualified applications will not be considered, and the organization reserves the right to reject any application or to cancel or postpone the recruitment process at any time. Applicants are requested to visit www.caritasbd.org/ or Facebook: <https://www.facebook.com/Caritasbangladesh2016> to learn more about Caritas.

ANY KIND OF PERSONAL CONTACT AND/OR PERSUASION ATTEMPT WILL AUTOMATICALLY DISQUALIFY THE CANDIDATE.

Caritas Bangladesh (CB) is committed to recognizing the personal dignity and rights of all people we work with, especially vulnerable groups regardless of gender, race, religion, culture and disability and conduct its programs and operations in a manner that is safe for the children, young people and vulnerable adults it serves. Caritas Bangladesh has zero tolerance towards incidents of violence or abuse against children or adults, including sexual exploitation or abuse, committed either by employees or other affiliates with our work. **To this aim, we follow recruitment practices according to our safeguarding policies.**

Caritas is an equal opportunities employer.