

Manager, MEAL, BRAC Youth Platform

Location: BRAC Head Office

Date posted: March 16, 2023

Last date of application: March 27, 2023

BRAC is an international development organisation founded in Bangladesh that partners with over 100 million people living with inequality and poverty globally to create sustainable opportunities to realise potential.

Are you passionate about a skilled next generation? Join our mission to empower young people through access to skills and decent employment. BRAC Skills Development Programme (SDP) supports young people who want to get involved in income generating activities, with a particular focus on socially and economically vulnerable groups, including women, persons with disabilities and people from minority communities. Working at BRAC is not like any other job. It is a platform where you can bring about real change for people who need it the most. We are not just dreaming of a better world, we are building it. Join us to find the way.

JOB PURPOSE

Managing and implementing BYP's MEAL systems, tools and guidelines. S/he is responsible for collecting information from programs for activity/ output/ outcome monitoring. S/he is also responsible to ensure quality of data, implementing accountability and learning activities at the field level. Moreover, contributing to project design with a view to preparing the result framework, log frame, etc.

KEY RESPONSIBILITIES

- Develop M&E framework, plan, and guidelines for youth programme and projects.
- Developing and managing appropriate methodology, sampling, data collection plan, data collection tools for results monitoring.
- Coordinate and collect periodical data from the field and generate M&E reports through real-time data gathering or digital data collection apps.
- Promote 'best practice' approach to all aspects of program and project management which is practical and result-focused.
- Develop monitoring tools and formats.
- Develop a system of capturing outcome data for overseeing the changes of the life of beneficiaries, engages in design processes for baselines, midterms, and end line evaluations.
- Provide technical inputs (e.g. review the ToR, proposals, methodology, data collection tools, draft report, etc.) to the project team to conduct baseline, evaluation and research study, etc. and assisted in different learning initiatives and dissemination session.
- Work closely with the project team to implement MEAL activities in the field.
- Carry out regular field visits to capture and document learnings of programmes and ensure proper dissemination at branch/district level.
- Collect data as per questionnaires designed digitally and review and submit to the server within the timeline.
- Keep summary on monitoring findings through prescribed format and immediately share with the concerned programme staff of the visited initiative.
- Conduct MEAL findings sharing sessions at the field level with the respective programme team.
- Develop capacity of the programme team at the field to implement proper feedback and response mechanism for participants.

SAFEGUARDING RESPONSIBILITIES

- Ensure the safety of team members and project participants from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

ADDITIONAL JOB REQUIREMENTS

- Project management, communication (specially writing), Microsoft Office,.
- Ability to conduct on-line research. Advanced technical skills - advanced Microsoft excel, data analysis Tools. Basic data analysis skills - Excel, SPSS etc. Online data collection tools (Kobo, ODK etc.), Report writing and facilitation skills, Presentation skills.
- Programme, youth and organizational development.
- Knowledge on project designing, report writing and documentation.
- Good understanding of logical framework, monitoring and evaluation.
- Critical analysis, problem solving, team player, dealing with ambiguity, ability to work under pressure.

EDUCATIONAL REQUIREMENTS

Bachelors/ Masters preferably in Science/ Social Science/ Business/ Education/ Arts/ Fine Arts or any other relevant discipline from any recognised university.

EXPERIENCE REQUIREMENTS

Minimum 3 years work experience in the relevant field.

BENEFITS

Festival Bonus, Contributory Provident Fund, Gratuity, Health and life Insurance and others as per policy.