

Senior Officer, Monitoring and Evaluation, Integrated Development Programme (IDP)

Location: BRAC Field Office

Date posted: March 13, 2023

Last date of application: April 22, 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.

BRAC Integrated Development Programme (IDP) ensures access to services for people living in hard-to-reach regions such as haors (wetlands), chars (riverine islands) and indigenous communities. Interested in life at the last mile in Bangladesh? Join the IDP team to learn about the unique challenges of remote delivery, and be part of a team working to get critical services to the furthest corners of the country. 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

Responsible for questionnaire field test, monitoring data collection, data entry, specific incident investigation and power point preparation.

KEY RESPONSIBILITIES

- Assist in identifying monitoring issues, develop questionnaires and monitoring tools for data collection and questionnaire testing in field.
- Develop M&E tools, checklist and guideline.
- Prepare MIS Report for the assigned Upazila's.
- Conduct monthly regular monitoring health, WASH, livelihood, UPG for ensuring the quality and provide analytical findings & recommendations.
- Share field findings and observations based on field visit to branch office and community.
- Attend the monthly progress review and learning sharing meeting.
- Coordinate with IDP HO M&E team for regular project update and taking strategic M&E support.
- Prepare report on specific incident investigation, monitoring data entry, fact finding (IDP Internal); conduction of Focused Group Discussion

SAFEGUARDING RESPONSIBILITIES

- Ensure the safety of team members 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

- Skilled in MS Office (Word and Excel), Access, SPSS
- Knowledge of Data Collection, Data entry, report preparation, monitoring and investigation
- Knowledge of different development issues of Bangladesh specially focus on education, health, water sanitation, livelihood, microfinance program etc.

EDUCATIONAL REQUIREMENTS

Master in any discipline preferably Social Science, Social Work, Social welfare, Sociology, Anthropology, Economics, Statistics

EXPERIENCE REQUIREMENTS

Minimum Two years of working experience in the relevant field.

BENEFITS

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