Vacancy Announcement

Red Cross - Red Crescent movement is the largest volunteer organization in the world. Bangladesh Red Crescent Society (BDRCS) is a national society of the movement, constituted on 31 March 1973 by the President’s Order No. 26 of 1973 with retrospective effect from 16 December 1971. This is the biggest humanitarian organization in Bangladesh. As an auxiliary to the government, the Society provides humanitarian assistance to the vulnerable people over the last 48 years and has undertaken a wide range of activities in humanitarian response, disaster management, health, capacity building and in promoting Red Cross/Red Crescent ideals and principles.

Currently Bangladesh Red Crescent Society is looking for a suitable Bangladeshi national for the following position under Population Movement Operation (PMO), Cox’s Bazar:

Job Title: M&E Officer - DRR
Organizational Unit/Department: Disaster Risk Reduction team, PMO
Reporting line: M&E Manager, BDRCS, PMO
Service type: Contractual
Duration of contract: Up to 31st December 2020 (with possibility of extension)
Number of Post: 01
Salary Range: Up to 50,000/-
Age Limit: 40 years (may be relaxed for potential candidates)
Duty station: PMO, Cox’s Bazar

Overall responsibility:

- Support to Quality implementation of the DRR activities at Host, School and camp level.
- M&E system development and Develop M&E plan for CDRR program to provide support to PMO management to fulfil lead partners’ compliances.
- Develop central MIS to store programs’ data and information and establish digital data collection mechanism (mobile data collection).
- Assist Reporting, Documentation and develop communication materials.
- Negotiation and strategic decision-making skill.
- Maintain liaison and coordination with RCRC PMER/M&E colleagues.

Roles and Responsibilities:

- The Position will be responsible to provide support in M&E system development, Developing M&E plan for CDRR program.
- He/she will be responsible for conducting action research along with research design.
- The position will work to develop Monitoring tools and Quality Check list for quality implementation.
- He/she will work to develop MIS and handling central database for effective data storing purposes.
- Support projects in the development and implementation of M&E systems and plans including Theory of Change, Theory of Change, Outcome Mapping, logical framework, performance monitoring plan, M&E operational plan, data collection and reporting tools and routine monitoring systems.
- Support project staff to use data effectively for decision-making.
- Closely work with program managers, project coordinators and other team members in the preparation of quarterly progress reports, donor reports and other monitoring and evaluation reports.
• Monitor the quality and completeness of project data using Data Quality Assessment (DQA) tools for documenting project performance and solving data issues when they arise.

• Engage with communications and program staff in developing communications materials for publication dissemination.

• Assist program team in developing project work plans including target setting, country M&E framework and monitoring plan.

• Assist in the revision of the project log frame matrix, particularly in the areas of performance indicators and their measurement.

• Assist in the development and/or finalization of the project Work Plan and keep it updated in accordance with project activities and timeframes as relevant.

• Develop baseline data for each project component and for all project indicators.

• Organize and undertake training with collaborating partners on M&E as required.

• Monitor project progress and performance against the planned work plan and M&E framework;

• Develop quarterly, half yearly and annual reporting and feedback systems, formal actions for record keeping and documentation;

• Manage results framework, M&E framework and plan of DRR project in compliance with BDRCS M&E standards;

• Spearhead data collection in the field with an MIS expert and feeding such data into quarterly and annual progress reports;

• Prepare quality project reports, including donor reports and progress reports;

• Strong M&E system is installed and managed properly;

• Quality monitoring, evaluation, and reporting of the DRR project are ensured;

• Strong analytical, communicational, network and writing skills;

• Has deep knowledge on project management, social and poverty research and M&E;

• Develop the baseline survey modules, design data collection methodology and implementation professionally;

• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Demonstrated ability to solve problems and work independently;

**Required Entry Qualifications and Competencies:**

Master’s in social science or relevant discipline, with practical focus on M&E, documentation and project report writing.

**Professional Experience**

At least 2-3 years of professional working experience in M&E Officer with vulnerable target groups. Preferably experience in DRR/Livelihood/Education programs/projects or comparable projects of other humanitarian or development partners.

**Further Knowledge and Attitude**

- High computer skills at MS Office, Excel, MS-Access and SPSS.
- Good working knowledge of modern telecommunication systems (telephone, e-mail, internet).
- Willingness to learn from other team members.
- Very good comprehension of qualitative and quantitative aspects of M&E
- Fluency in English and Bangla and good writing skills in both languages. Speaking local language and people from local communities are preferable
- Excellent communication skills.
- Willingness to work at community level and participate in field work at the camps
- Ability to multi-task and work under stressful conditions to meet deadlines.

**Special Clause**

The incumbent takes his/her new responsibilities after having been assigned by the responsible line supervisor or, in default, by the Head of Operation. H/she accepts a probation period of three months. Main duty station is PMO Office Cox’s Bazar.
If you think you are competent enough for the position, please submit your application with complete resume with a cover letter, two references, a recent photograph and mentioning the name of the position in subject line to hr@bdrcs.org before 5:00 pm, 17 March, 2020.

Only shortlisted candidates will be notified

BDRCS is an equal opportunity employer