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**: Sr. M&E Officer - DRR

**Organizational Unit/Department**: Disaster Risk Reduction team, PMO

**Reporting line**: Deputy Director, BDRCS, PMO

**Service type**: Contractual

**Duration of contract**: Up to 31st December 2020 (with possibility of extension)

**Number of Post**: 01

**Salary Range**: BDT 75,000/= (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:**

- Work in/to support program designing aligned with Budget, Quality assurance issues, Learning framework establishment, Reporting/Documentation of Population Movement Operation (PMO) interventions.
- Support/work to develop Monitoring tools, Quality check list for quality implementation of PMO activities.
- Design digital data collection mechanism in KoBo/ODK to ensure real time data flow from field.
- Support the development and implementation an PMER strategy (per the approved PMER Plan) outlining M&E systems for data collection, targeting and tracking custom and OFDA/USPRP/MACP indicators, knowledge management, impact assessments, learning activities and reporting in compliance with the requirements provided in the Activity contract, donor regulations and standards.
- Assist team with activities, support in maintaining database management and analysis, support in maintaining the Output and outcome Tracker (OT) and the Indicator Performance Tracking, planning and
Conduction of field visits, assessments, and evaluations, as well as providing general support in program data management.

- Has clear understanding and working modality on project M&E system development, maintaining, and developing MIS system to track the progress of interventions or result chain.
- Has practical working experience in Communication with Communities arena and thus remarkable understanding on Community Engagement and Accountability (CEA) along with feedback modality and mechanism.
- Support the M&E Director/Deputy Director-PMO/DRR Manager in working closely with other technical units in establishing and managing a GIS referencing, cloud-based MEL system and ensure data requirements are integrated into project management processes.
- Provide oversight to Provincial M&E Coordinators and District M&E Officers on data collection and analysis, and to ensure the timely completion of M&E activities.
- Facilitate Collaborating, Learning, and Adapting (CLA) strategies to support the use of data and information from the M&E system for real-time decision-making to improve project implementation.
- Regularly review monitoring data and help organize periodic learning days and annual learning summits with district staff to help managers identify successes and make decisions about adapting activities and approaches to achieve results.
- Collaborate with the Finance, Operations, and Compliance Unit to help develop a system to track and report cost-related data for each program element to reinforce financial and budgetary strategies and allocations during planning periods.
- Planning, designing, and organizing implementation of project monitoring activities including baseline survey and regular data collection according to the M&E plan of the project.
- Develop monitoring system and tools for the project and provide orientation and guidance to the project staff on the implementation of the monitoring system.
- Compile and analyse monitoring data and prepare monitoring notes, progress reports, policy briefs, and other monitoring products.
- Make frequent field visits to monitor ongoing activities of the project and inform Field Coordinator, Project Coordinator, and Project Director about issues of concern in a prompt manner.
- Document success stories of the project and plan measures to disseminate them in collaboration with HID Specialist.
- Prepare periodic progress reports as required of the project.
- Maintain electronic databases of the project.
- Support the team and program team to ensure learning and accountability systems are put in place and working effectively in programs of PMO.
- Ensure that there is regular, timely, and context-specific, meaningful feedback from our staff, partners, program participants which effectively informs and signals areas where strategic attention is required.
- Needs to be familiar with CEA mechanism as this position will be responsible for ensuring CEA mechanism in all interventions under Population Movement Operation (PMO), Cox’s Bazar.
- Support to ensure Protection, Gender & Inclusion (PGI) at every intervention by BDRCS.
- Supervising and supporting a team of M&E Officers including setting performance objectives, mentoring, and coaching them.
- Design to capture success stories/Case stories from field to ensure positioning of PMO activities in national or global platforms.
- Hold weekly team meetings with the M&E Officers and Assistants and representing the team during weekly Senior Management Team coordination meetings.
- Create a cohesive team environment through fostering open communication and providing constructive feedback and support to all team member.
- Conduct visits to field sites to provide training, technical assistance, and support, as well as to ensure that M&E and learning tools are understood and being implemented effectively.
- Ensure monthly reporting flow from PMO to NHQ along with Quarterly/Yearly reports to proper channel that’s why efficiency in Power BI/any other reporting software is highly expected.
- Maintain coordination and liaison with RCRC program/M&E focal to enhance collaboration.
- Perform any other task within the purview of the project plan as assigned by the Project Director.

**Required Entry Qualifications and Competencies:**

Master’s in social science, Information Management, Statistics, Urban and Rural Planning, Development Studies, Disaster Management or relevant discipline, with practical focus on M & E, documentation, and project report writing.

**Professional Experience:**
At least 3-5 years of professional working experience in M & E Manager 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:

- Demonstrated understanding of direct monitoring and evaluation experience, specifically in the humanitarian and development context.
- Working Experience in RCRC movement is preferred.
- High proficiency of designing/conducting sociological research along with different data collection tools and techniques.
- Prior experience and training to conduct Enhanced Vulnerability and Capacity Assessment/Vulnerability and Capacity Assessment/Community Risk Assessment.
- Experienced in handling multi stakeholders/partners is expected.
- Strong facilitation skill as a trainer to conduct capacity building initiatives for the colleagues.
- Demonstrated experience developing tools and systems for, and building capacity of others in skills related to, program tracking and documentation.
- Demonstrated experience in staff supervision.
- Knowledge of monitoring and evaluation methodologies, including logical models, conceptual frameworks, and assessment/evaluation.
- Demonstrated experience of implementing beneficiary complaint and feedback mechanisms.
- High proficiency in Excel, SPSS or any other data analysis software.
- Experience with mobile data collection techniques is preferred.
- Effective, high-quality communication, writing, and interpersonal skills are essential.
- Understanding and sensitization on RCRC principles and RCRC movement, RCRC emblem, Communication protocol is expected to have for representing M&E manager as a strong representative of BDRCS.

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