

## Vacancy Announcement

Trinamul Unnayan Sangstha (TUS), a local NGO in Khagrachari, invites applications from permanent residents of the CHT for the following position below, under the Astha Project from 01 October 2023 to 31 March 2026 supported by the Rupantar and funded by the Swiss Agency for Development and Cooperation (SDC)/Switzerland Government in Khagrachari Hill District.

**Name of the post:** Monitoring and Reporting Officer (01 position).

**Grade/Level:** B2

**Contract Type:** Fixed Contract (Project Duration)

**Job Location:** Head Office, TUS

**Report to:** District Coordinator/MEL Manager, TUS

**Salary and Benefits:** As per the budget line of the approved project.

**Project Duration:** 1<sup>st</sup> October 2023 to 31<sup>st</sup> March 2026.

**Requirement of Experience:** A minimum of 5 years of relevant experience and the candidate must be capable of handling monitoring and reporting affairs independently.

**Educational Qualification:** Master's degree in Statistics, Sociology, Social Work, Social Welfare, Anthropology, Development Studies, and other relevant subjects from any recognized University.

**Other competencies and Skills:**

1. Computer skills in MS Word, Excel, PowerPoint and Internet Utilities.
2. Excellent interpersonal communication skills and ability to work independently and as part of a team.
3. Knowledge and experience in working with Local Government Institutions and line departments.
4. Willing to work with a very remote community and having a working knowledge of CHT local languages.
5. Previous work experience with TUS is considered as special competency.

**Overall Responsibilities:**

The Monitoring and Reporting Officer will be responsible for;

1. Work under close guidance/supervision of the MEL Manager/Executive Director for coordination of the project.
2. Review monitoring frameworks, systems, and tools to track and assess the progress of projects. Monitor the implementation of various initiatives, ensuring compliance with established standards, guidelines, and objectives.
3. Conduct regular field visits to support the project team in project operations and gather relevant information for monitoring purposes.
4. Collect and compile data from various sources and ensure data accuracy and integrity. Analyze data and trends to identify areas of improvement, potential risks, and opportunities for intervention.
5. Prepare reports on the status, performance, and impact of projects. Interpret data to generate meaningful insights and recommendations. Maintain reporting templates, guidelines, and documentation procedures. Present findings and reports to management, donors, or other relevant stakeholders. Ensure timely submission of reports and compliance with reporting requirements.
6. Establish and maintain databases or information systems to store and manage beneficiaries' details and other monitoring data. Ensure data quality and integrity by conducting regular data verification

7. and validation. Develop data visualization tools, charts, and graphs to facilitate data analysis and reporting.
8. Identify and document lessons learned, best practices, and success stories. Contribute to knowledge management and organizational learning by sharing the findings and recommendations.
9. Collaborate with project teams, partners, and stakeholders to ensure effective coordination and information sharing. Participate in meetings, workshops, and other relevant forums to contribute to program planning and decision-making processes.
10. Assist the District Coordinator in maintaining communication with various types of stakeholders.
11. Identify and assess risks, including operational, logistical, and resource-related risks, review the risk matrix and take necessary mitigation plan.
12. Spend 80 % of his/her working time in the field and 20% at the TUS office.
13. Keep records on monitoring, financial and project-related documents.
14. Produce regular monitoring reports and other periodic reports mentioning the progress update to meet the timely requirement of project management as well as govt. administration.
15. Prepare monthly/annual work plans and produce regular monitoring reports on a monthly, quarterly, and annual basis and produce success stories/case studies and submit to the Executive Director and Rupantar/donor.
16. Share updated information with the District Coordinator.
17. Implement any official decisions taken by the concerned authority from time to time.

To apply for the above position, please send your CV using the **TUS Application form for Employment** (prescribe form) including other documents such as PP size photographs, academic certificates, national ID card, certificate of the Circle Chief and address to **Convener, Recruitment Committee, Trinamul Unnayan Sangstha, Marma Sangsad Building, Pankhaiyapara, Khagrachari Sadar, Khagrachari Hill District-4400 or email: tusrecruitment@gmail.com by 21 September 2023 on 5.00 PM**. The candidate is requested to mention the position applied for on the envelope.

A shortlist will be announced on **22 September 2023 at 4.30 PM** on the TUS Notice Board, head office and TUS website ([www.trinamulchtbd.org](http://www.trinamulchtbd.org)). Only the short-listed candidates will be invited to attend the **written/viva voce test at 10:00 AM on 23 September 2023**. TUS does not pay any TA/DA for attending the interview sessions.

**Women and person with disability will be given priority.**

**Note:** Any candidate who tries to intervene with or influence the recruitment process will be automatically disqualified from consideration. The authority reserves all sorts of rights to make decisions or changes in regard to the recruitment process.



Convener  
Recruitment Committee  
Trinamul Unnayan Sangstha.