

Vacancy Announcement

Trinamul Unnayan Sangstha (TUS), a local NGO in Khagrachari, invites applications from permanent residents of the Chittagong Hill Tracts for the following position below, under the **Partnership for Resilient Livelihoods in CHT Region (PRLC)** a 38 months project supported by Manusher Jonno Foundation (MJF) and funded by European Union. The project aims to contribute to poverty reduction and improve the livelihoods of extremely poor households in the Laxmichari Upazila of Khagrachari district.

Name of the post: Monitoring Officer (01 position)

Grade/Level: B2

Contract Type: Fixed Contract (Project Duration)

Job Location: Branch Office, Laxmichari Upazila

Report to: Project Coordinator, PRLC, TUS

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

Project Duration: 24 September 2023 to 31 October 2026.

Requirement of Experience: A minimum of 3 years of relevant experience is required and the candidate must be capable of handling the monitoring affairs independently.

Educational Qualification: Bachelor's degree in Statistics, Sociology, Anthropology, Development Studies, LLB, and any other relevant subject from any recognized private/public University.

Other competencies and Skills:

- 1) Good networking, communication, negotiation and interpersonal skills.
- 2) Experiences in working with a partnership approach.
- 3) Good report-writing and presentation skills.
- 4) Ability to work effectively with people from diverse backgrounds.
- 5) Ability to work independently and in a team.
- 6) Ability to travel and work in remote areas of CHT.
- 7) Good knowledge of diversity and sensitivity of CHT.
- 8) Previous work experience with TUS is considered as special competency.

Overall Responsibilities:

The Monitoring Officer will be responsible for;

- 1) Design a comprehensive and strategic monitoring framework including data collection methods, analysis, validation, quality controls and data management.
- 2) Design monitoring and evaluation tools, templates, and guidance documentation for effective monitoring.
- 3) Support the Project Coordinator in achieving the overall results.
- 4) Coordinate and participate in inter-district work related to the collection and use of monitoring data, as well as evaluation and reporting.
- 5) Perform field visits to ensure the quality and accuracy of collected or reported data.
- 6) Support the development and implementation of baseline, mid-line, end-line and periodic evaluations.
- 7) Coordinate evaluation validation meetings.

- 8) Document the progress of the PRLC project against project implementation plans, results matrix, milestones and targets.
- 9) Communicate and coordinate with the TEAM in identifying risks and opportunities.
- 10) Communicate and coordinate data collection and project/research implementation.
- 11) Facilitate the efficient flow of monitoring and evaluation data within Project TEAM.
- 12) Facilitate the sharing of best practices with the Project Team and MJF.
- 13) Support the identification of good practices and lessons learned and share findings with the Project Team, colleagues and MJF so that best practices benefit the Project's works.
- 14) Assist the Project TEAM in implementation activities, organizing meetings, workshops etc.
- 15) Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports.
- 16) Engage directly and proactively with operational activities in the district.
- 17) Report to the Project Coordinator and give feedback on the weaknesses, risks, low performance etc. of team members.
- 18) Perform any other duties assigned by the Supervisor and organizational management.
- 19) Utilizing at least 80 % of working time for the field visits and monitoring purpose.
- 20) Prepare monitoring reports, progress report in monthly, quarterly, six-monthly basis as per PIP and submit to the Project Coordinator.
- 21) Prepare success stories/case study, annual report and submit to the Project Coordinator.

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 the Convener, Recruitment Committee, Trinamul Unnayan Sangstha, Marma Sangsad Building, Pankhaiyapara, Khagrachari Sadar, Khagrachari Hill District-4400 or email: tusrecruitment@gmail.com by 19 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 **20 September 2023 at 4.30 PM** on the TUS Notice Board, head office and TUS website (www.trinamulchtd.org). Only the short-listed candidates will be invited to attend the **written/viva voce test at 10:00 AM on 22 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 take decision or changes in regard of the recruitment process.



Convener
Recruitment Committee
Trinamul Unnayan Sangstha.