

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 Sofol (Success): Integrated Support for the Lifelong Success of Orphaned Children in Bangladesh project funded by the Penny Appeal. Aiming to create an enabling environment where orphaned children enjoy their rights and dignity through community-led sustainable support. The project will build and strengthen families' and communities' capacities to provide a supporting environment for orphaned children by providing appropriate support and access to basic services on an equal basis and protect orphaned children from all forms of abuse, violence, exploitation and discrimination. The key components of the project are; 1). **Quality Education** for orphaned children through school and out-of-school learning mechanisms; 2). **Financial Security** for orphaned guardians through creating sustainable income-generating opportunities; 3). **Health & Wellbeing** of orphaned children promoted through ensuring WASH and nutrition facilities; and 4). **Increased access** to social protection schemes by linking orphaned children's families to the service providers.

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

Grade/Level: B1-B2

Contract Type: Fixed Contract (Project Duration)

Job Location: Khagrachari Hill District (Head Office)

Report to: MEL Manager/Executive Director, TUS

Salary and Benefits: As per organizational salary structure (Negotiable).

Job Duration: 01 March 2024 to 31 May 2024.

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

Requirement of Experience: A minimum of 3 years of relevant experience is required, and the candidate must be capable of handling the MIS tracking system and data analysis using ODK and Kobo independently.

Language Requirements: Excellent in reading, writing and speaking in English and Bangla. Understanding of CHT indigenous language(s) and Chittagonian dialect will be an added value.

Other competencies and Skills:

1. Ability to manage the process effectively, work under pressure and maintain strict deadlines.
2. Having computer skills in MS Word, Excel, SPSS, STATA, data analysis, PowerPoint and Internet Utilities.
3. Excellent interpersonal communication skills and ability to work independently and as part of a team.
4. Good command of both English and Bangla.
5. Willing to work with a very remote community.
6. Previous work experience with TUS is considered a special competency.

Overall Responsibilities: The M&EO will be responsible for;

- 1) S/he works under close guidance/supervision of the MEL Manager/Project Manager for coordination of the project.
- 2) Develop and maintain effective and efficient oversight, support, quality control and reporting systems and processes;
- 3) Ensure appropriate M&E tools are in place and are effectively used for the monitoring and evaluation of the activities;
- 4) Perform case audits and client satisfaction surveys to ensure the quality of the activities offered;
- 5) Manage employees that report into monitoring and evaluation systems to ensure data quality and timeliness in reporting;
- 6) Monitor and consolidate information collected from weekly and employee activity reports;
- 7) Ensure high-quality programming according to international minimum standards and best practices;
- 8) Support data analysis and information dissemination to the appropriate coordinating mechanisms, field teams, beneficiaries and TUS project teams accordingly.

Major Duties and responsibilities:

- 1) Development and implementation of a result-based monitoring, evaluation and reporting system with detailed guidelines for its implementation;
- 2) Develop and implement an effective result-based M&E system including tools and techniques in collaboration with the partners and program employees and ensure that M&E systems and procedures are well-integrated with donor and TUS reporting systems and procedures;
- 3) Generate convincing evidence of project impact for stakeholders;
- 4) Be self-driven and responsible for the Component's delivery target, address all sorts of administrative and management troubles in consultation with the supervisor for moving ahead along with necessary liaising with stakeholders;
- 5) Monitor all project activities, expenditures and progress towards achieving the project output;
- 6) Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- 7) Prepare quality monitoring and evaluation report highlighting achievements and share with all concerned;
- 8) Any other responsibilities as requested by the Management.

Planning, Management, Reporting and data analysis:

- 1) Prepare M&E framework, Annual and Multiyear plans and budget of own components and coordinate in preparing overall project work plan and budget;
- 2) Prepare Key Result Reports, Annual Result Reports, Quarterly & Annual Progress and M&E report of the project;
- 3) Participate in Annual Project Reviews and Planning workshops and assist PM in preparing materials for workshops;
- 4) Organize and facilitate M&E training and workshops including preparation of concept notes and development of training materials, training schedules, etc.;
- 5) Develop the capacity of the project, partners and the GOB employee to conduct M&E activities using the framework;
- 6) Analyze case-related data/case management along with capacity and awareness-raising data in coordination with different components of the project;

Facilitation of knowledge building and knowledge sharing in the area of monitoring and evaluation:

- 1) Identification and documentation of success stories, achievements, lessons learned and document recommendations to be integrated into broader knowledge management efforts;
- 2) Compile and disseminate information extracted from all available information management systems to Project Management and other stakeholders as needed;
- 3) Identify and formulate lessons learned from evaluations and studies to be integrated into broader knowledge management, planning and strategy;
- 4) Organization and conduct of results-oriented training in the relevant areas;
- 5) 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 06 March 2024 on 5.00 PM. The candidate is requested to mention the position applied for on the envelope.

Only the short-listed candidates will be invited to attend the **written/viva voce test at 10:00 AM on 7 March 2024**. TUS does not pay any TA/DA for attending the interview sessions.

Women and differently abled person 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 concerning the recruitment process.



Convener
Recruitment Committee
Trinamul Unnayan Sangstha.