

ActionAid is a global movement of people working together to achieve greater human rights for all and defeat poverty.

**act:onaid**

ActionAid Bangladesh is looking for suitable candidate for the following position:

## **Officer – MEAL**

Project	: Promoting Women and Girls' Empowerment through Enhancing Protection and Economic Resilience of Rohingya Women and Adolescent Girls in 3 Camps- Phase III (Funded by UN Women)
Unit	: Finance
Location of posting	: Cox's Bazar
Types of contract	: Contractual
Duration	: Up to 31 July 2023
Number of position	: 1 (One)
Salary and benefits	: BDT. 82,272 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

### **Job Summary**

The Officer-MEAL will work under the MEAL department and be accountable for ensuring quality and timely submission of the periodic report of CFRM and ensuring a two-way flow of communication on project implementation. Develop monitoring tool and implement for measuring progress in line with project log frame. Support to develop data collection tools and reporting templates to meet the requirement of the MEAL system.

### **Key responsibilities include (not limited to)**

#### **Functional**

- Accountable for ensuring quality and timely submission of the periodic report of CFRM and ensuring a two-way flow of communication on project implementation.
- Develop monitoring tool and implement to measure progress in line with the project log frame.
- Support to develop M&E framework aligned with the reporting requirement and sector guideline.
- Develop Indicator Performance Tracking Table (IPTT) tool to track progress through indicator specific segregated data.
- Ensure accountability mechanism in place for the project

#### **Technical**

- Develop data collection tools to collect data and reporting templates to meet the requirement of the MEAL system.
- Undertake regular field visits to monitor and check the accuracy of data collection and use of tools.
- Ensure compliance and quality of data in line with AAB and donor requirements.

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- Conduct On-site distribution monitoring (ODM), Post Distribution Monitoring (PDM) & knowledge exercise, and share the key learning internally and externally.
- Conduct Project outcome assessment & end line assessment and share the report with AAB management & Donor.
- Conduct satisfaction survey and share the report with AAB management and Donor.
- Conduct community consultation survey, Adhoc survey and follow up the Hotline Number

### **Roll out Accountability Mechanism for Rohingya Response**

- Work closely with programme colleagues to functionalize the community's complaint and feedback handling mechanism, which links to wider M&E and Accountability processes.
- Provide technical guidance for maintaining standardized information-sharing systems and handling complaint feedback and response mechanisms (CFRM), etc.
- Facilitate to collect community feedback, compile and share with management and MEAL unit.

### **Reporting and Documentation**

- Regularly support updating project data into AAB's M&E and Accountability data management system.
- Conduct weekly process monitoring and share report with AAB MEAL & Project Manager.
- Ensure that all MEAL-related information and documents are stored in secure locations (online and offline) in line with the donor requirements.
- Prepare Monthly, Quarterly, & Final project reports and share with the AAB management & Donor as per the requirement.
- Collect case stories and assist PM for reporting.
- Document good practices, lessons, and challenges and communicate as appropriate.

### **Relationships**

Officer - MEAL will report to Coordinator - MEAL.

### **Required Educational Qualification and Experience**

- Preferably Postgraduation, at least a bachelor's degree in Statistics, Economics, Mass communication and Journalism, Social Science, and any other relevant subjects from a reputed institution
- At least 2 years' working experience of Rohingya Response in NGO/INGO.

### **Technical Skills**

- Proficiency in the local language will be an advantage.
- Good understanding and proven experience on CFRM activities
- Good knowledge and understanding of DO NO HARM principles
- Excellent spoken and written English language skills and the capacity to produce quality reports independently.
- Gender sensitive and familiar with humanitarian principles, Human Rights Based Approach
- Able to take decisions in a timely manner, prioritize and multi-task seamlessly.
- Ability to work under extreme pressure and meet deadlines.

- Team player with experience in multi-cultural and multi-ethnic environments.
- Data management, Proficient with MS office suite

## Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- Last date of application is **Saturday, 08 April 2023.**
- Please [click here](#) to submit your application.

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ActionAid Bangladesh aims to attract and select a diverse workforce, ensuring equal opportunity for everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

**NB:** There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from job applicants should be regarded as fraudulent