

Vacancy Announcement

Position title : M&E (Monitoring & Evaluation) Officer
Number of Position : 01 (Female)
Location : Taltoli, Pathorghata & Barguna Sadar Upazila, Barguna District, Bangladesh
Reporting to : Director-RM&E, JAGO NARI and dotted line to Project Manager WLIE.
Nature of employment : Contractual
Project period : Up to 31 May, 2028

Job Summary:

JAGO NARI is a non-government development organization in the central coastal region of Bangladesh. The main focusing area of work is women's empowerment, Climate Change Adaptation, Health & Nutrition, Disaster Risk Reduction, and Education. The JAGO NARI is implementing the Project in the Women lead Climate Change areas with the technical support of the **CARE Bangladesh**. The project title is "**Women lead in Emergencies (WLIE) Project**". The objective of the project is to Strengthen the organizational, financial and technical capacities of WROs so that they can participate in preventing and responding to climate security risk at local level regional and international level. We will work with the Women's Rights Organization to prevent, response, and adaptation to climate Change. JAGO NARI is seeking a qualified **female M&E Officer**. The M&E Officer will be responsible for developing monitoring frameworks; designing and implementing data collection tools and processes; collecting, managing, and analyzing project data; assessing project progress and impact; preparing monitoring and evaluation reports; ensuring data quality; building the capacity of project staff through training; facilitating stakeholder engagement; and providing evidence-based insights to support decision-making, enhance project effectiveness, accountability, and organizational learning.

Responsibility:	
Brief/summary of responsibly:	% of time
- Ensure data inputs in regular and periodic reports and database and prepare internal and external reports quantitative and qualitative reports for Care Bangladesh and necessary Stakeholders. - Assist and ensure in project-specific dashboard development and regular update for the project. - Through regular field visits and data analysis, prepare monthly monitoring reports to inform decision-making. - Work with the field team and partners to ensure that data is collected and entered into databases and/or tracking sheets, and/or data platforms on a regular basis. - Work with project staff to provide monitoring accountability and learning inputs for project and program reports.	
Details responsibility:	
Planning:	20%
- Prepare M&E activity plans in accordance with the overall operational plan of the project. - Develop user-friendly monitoring tools under the guidance of Care Bangladesh & JN RM&E team to collect data during routine field activities by the field staff. - Arrange orientation to project staff on the monitoring tools and ensure all have equal understanding on the tools. - Conduct field test of the tools and finalize after getting feedback from team & Care Bangladesh. - Update plans in accordance with monitoring data and other factors in the planning cycle. - Ensure that the project activities are taking place in accordance to project plan & DIP. - Bring notice of any deviation of the project to the management of JAGO NARI & Care Bangladesh. - Keep close contact with the program team members of this project, for collection of monthly data and compile those on regular basis along with input in database. - Check& maintain Dashboard of project so that the project management would be able to see the project progress and take corrective measures on right time.	

Supervision & Monitoring:	20%
- Conduct field visit and routinely monitor the project activities and ensure that the field activities are in line with the project objectives. - Allocate responsibilities to field staff members and provide necessary guidance to collect field data on a regular basis. - Ensure the collected data is entered in the tracking sheet, database or data platform.	
Monitor ongoing activities against inputs and outputs.	
Data analysis and report generation:	20%
- Ensure collection of the field data from field staff on a regular basis and compile and analysis those on monthly and quarterly and generate reports to inform decision making. - Provide necessary input to related program persons to use different software for data collection and storage. - Ensure collection of field data on regular basis and analyze those and generate reports to feed in to project for further improvement of service delivery. - Share the compiled reports and submit monthly to Program Manager along with Project Management Team of JAGO NARI & Care Bangladesh for their information and necessary action.	
Problem solving:	15%
- Identify problems in the field of monitoring, accountability & learning issues and able to revisit the program. - Able to involve the target population in the project cycle and address their need. - Able to handle huge data received from the field and generation of various reports. - Able to find out the root causes of problem and solve problems using participatory methods. - Ability to present the field findings in a simple method, it can be qualitative & quantitative. - Bring notice of the project management team any issues which cannot be addressed.	
Coordination with other staff of the project along with JAGO NARI & Care Bangladesh:	5%
- M&E officer will have vertical relationship with other staff members (Program & Finance) of this project so that a team approach works well to achieve the project objectives. - M&E officer will have close communication with MEAL department of Care Bangladesh and JAGO NARI.	
Perform other activities according to the need of projects:	5%
- Studies on various research papers and support to new research under the project. - Additional reports as required by project. - Documentations of best practices/ case studies.	
Risk & Responsibility:	5%
- M&E officer is responsible to his duties and tasks as outlined above. - Ensure that all ethical issues of data collection, data protection & research are adhered. - Target group do not feel isolated, rather involving them in project cycle to get ownership. - Quality of service deliveries remains high.	
Skill & Effort:	10%
- This position requires highly experience in MEAL or Research field along with handling quantitative and qualitative data. - Able to understand the dynamics on disaster risk reduction, climate change adaptation, women vulnerability scenario of central coastal Bangladesh. - Required skills in designing friendly users monitoring tools, handling huge data, highly skilled in using software packages like SPSS/STATA, Kobo toolbox for data analysis, compilation and presentation, staff supervision, knowledge on FGD, IDI, KII methods, correct use of field data in the project cycle, etc. - Able to prepare monthly/quarterly reports as per project need.	
Qualification & Experience:	
- Minimum 1 years' professional experience on MEAL with particular focus on gender, climate change, disaster risk reduction or humanitarian crisis related work. - Master's degree on Gender Studies, Anthropology, Statistics, Development Studies, or other analytical field is desired. - Strong English writing/speaking skills is a mandatory requirement for the position. Proven skills on MEAL, research and knowledge management in an NGO/ INGO or research institution in field. - Prior experience of delivering large scale data input & Dashboard management. - Proven track of quantitative & qualitative monitoring learning, review and evaluation,	

including setting of indicators and collection, analysis and presentation of data relating to project work. • Good knowledge of software packages, especially statistical packages Age: Maximum 45 years. However, the age limit may be relaxed for highly experienced and otherwise qualified candidates.	
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Compensation & Benefits:

The salary package is Monthly BDT 48913.00 and other admissible benefits. Yearly increments and other benefits will be provided as per the project provision aligning with the organization's policy.

Safeguarding and PSEAH Commitment

JAGO NARI is committed to maintaining a safe and respectful environment free from Sexual Exploitation, Abuse, and Harassment (SEAH). All employees/consultants/suppliers/vendors engaged by JAGO NARI are required to comply with the organization's Safeguarding and PSEAH policies and to perform their duties in a professional, ethical, and respectful manner. Any violation of these standards, including acts of sexual exploitation, abuse, harassment, or other safeguarding misconduct, may result in the immediate termination of the employment/consultancy contract and any other appropriate action deemed necessary by JAGO NARI.

Child Safeguarding Commitment.

JAGO NARI is committed to protecting the rights, dignity, and well-being of all children and takes a strong stance against child abuse, exploitation, neglect, violence, and child labor. All employees are required to comply with JAGO NARI's Child Safeguarding Policy and Code of Conduct and to uphold the highest standards of child protection throughout their employment. Any violation of these standards may result in disciplinary action, including termination of employment, and referral to the appropriate authorities where applicable.

Additional Information.

- JAGO NARI aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, HIV status, class, ethnicity, disability, location and religion.
- Internal and external applicants shall be treated equally in the entire selection process.
- To ensure transparent processes during recruitment, internal candidates should discuss potential applications with their Line Managers to ensure endorsement of their applications by respective Line Managers.
- There is no cost involved with applying for positions with JAGO NARI. Any solicitation of job application costs should be regarded as fraudulent.
- **Any personal persuasion/phone-call will result in disqualification of candidature. We guarantee an interview to disabled candidates who meet the essential criteria.**
- **Women are highly encouraged to apply.**
- **No perpetrator of violence and abuse including Sexual exploitation, harassment and abuse against women and children needs to apply for this position.**

Apply Procedure:

Candidates with the required qualifications must be filled up only Job Application Form-JN001 (no need any other documents) and send to: recruitment@jagonari.org by mentioning the Job Position in the subject line of email or post/drop in box: (To, Director-HR & Admin, JAGO NARI Head Office, Ashahi Mansion (2nd floor) college road, Barguna) on or before **September 06, 2026**.

Please ensure that, the **Job Application Form-JN001** is completed as required. Incomplete applications generate an immense administrative burden for our organization. As a general rule, submission of incomplete Job Application Format will be excluded from consideration.