



Eco-Social Development Organization (ESDO)

MIS and Documentation Officer

Application Deadline: **10 Sep 2024**

Summary

Vacancy: **01**

Age: **at most 35 years**

Location: **Dinajpur, Gaibandha ...**

Minimum Salary: **Tk. 50000 (Monthly)**

Experience: **At least 3 years**

Published: **2 Sep 2024**

Requirements

Education

The incumbent should possess Bachelor (Hons.) and Master's degree in Social Science/ Development Studies/ Statistics from a UGC-approved university.

Experience

- At least 3 years
- The applicants should have experience in the following business area(s):
NGO

Additional Requirements

- Age at most 35 years
- The candidate should have a minimum of three (3) years of work experience in monitoring and evaluation/MIS and documentation in a development organization that works in Bangladesh.
- Candidate having relevant experience of working in donor-funded projects would be preferred.
- Experience of working in enterprise development related projects will be an added advantage.
- Strong technical knowledge in reporting through online-based management information system;
- Excellent competency in working with MS Office packages;
- Excellent competency in performing data collection using paperless technologies like Open Data Kits/KoboToolbox;
- Strong analytical capacity using SPSS/STATA would be an added advantage;

- Good interpersonal and communication skills.
- Salary and other admissible benefits (if any) are inclusive of all taxes as imposed by the government of Bangladesh. Taxes will be deducted at sources as per government rules.

Responsibilities & Context

Eco-Social Development Organization (ESDO) started its journey in 1988 with a noble vision to stand in solidarity with the poor and marginalized. Being a peoples' centered organization, ESDO envisioned for a society which will be free from inequality and injustice, a society where no child will cry from hunger and no life will be ruined by poverty. Near about three decades of relentless efforts to make this happen, ESDO has embraced new grounds and opened up new horizons to help the disadvantaged and vulnerable people to bring meaningful and lasting changes in their lives. During this long span, ESDO has adapted with the changing situation and provided the most time-bound services especially for the poor and disadvantaged. A community focused and people centered approach has been adapted by ESDO while consideration was given to the national policy and Sustainable Development Goals (SDGs) as its guiding principle. ESDO is one of the most dynamic organizations expanding its development interventions across 377 upazilas under 52 districts of Bangladesh covering over 12 million poor and vulnerable people.

Eco-Social Development Organization (ESDO) is going to implement a sub-project titled Promoting Eco-Friendly Construction Materials through resource efficient and cleaner Production (RECP) practices as a part of the 'Sustainable Microenterprise and Resilient Transformation (SMART)' project. This sub-project aims to increase resource-efficient and resilient green growth of microenterprises (MEs) under Eco Friendly Constructions Materials (EFCM) sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and Eco-Social Development Organization (ESDO). ESDO is inviting applications from interested qualified candidates for the position.

The employee will initially be hired for a one-year term, with the possibility of extending the contract till 30 June 2028, based on satisfactory performance

Sub-project Objectives

- To develop entrepreneur and technical assistant on eco-friendly construction materials.
- To adopt resource efficient, cleaner production and good manufacturing practices.
- To adopt climate resilient technologies for reducing vulnerabilities.
- To increase technical knowledge and capacity of the MEs.
- To improve market accessibility of eco-friendly construction materials.

Responsibilities

The '**MIS and Documentation Officer**' will work under the direct supervision of the Project Manager and will undertake following duties and responsibilities, which are essential but not limited to:

Monitoring, Data Collection and Record Keeping

- Ensure that the baseline study and final evaluation of the sub-project level is completed smoothly and effectively;
- Monitor the implementation of project-level activities by visiting the fields frequently;
- Conduct field-level and real-time data collection maintaining consistent data collection standards/guidelines and/or protocols;
- Ensure proper record keeping of data and provide required support to team members during Resource-Efficient and Cleaner Production (RECP) screening/profiling and filling up the MIS reporting templates/forms;
- Proper archiving/preservation of collected data to meet the periodic data needs;

Data Verification, Entry and Cleaning

- Verify the authenticity and validity of the collected data by cross-checking with other records and re-visiting project participants;
- Implement the real-time data collection using tab/mobile applications;
- Input verified data into relevant databases or software systems;
- Perform data cleaning to remove duplications, errors, or inconsistencies;
- Ensure that the integrity of data is maintained throughout the entry process;

MIS Reporting and Documentation

- Maintain organized and accessible records of all data and activities;
- Assist Project Manager to prepare monthly/quarterly/yearly project progress report;
- Document and inform the team members on the anticipated procedural challenges and changes regarding data management;
- Ensure that all the documentations are up-to-date and well aligned with organizational policies, regulations and guidelines;
- Capture key lessons, document best practices and case stories;

- Assist in-house teams or consultants to prepare video documentaries, booklets, brochures, posters, banners, etc.

Other Responsibilities

- Maintain liaison and coordination with PKSF regarding monitoring, evaluation, reporting, and documentation as well as make extensive field visits on a regular basis;
- Any other tasks, duties, or specific tasks assigned by the Project Manager and senior management of the Eco-Social Development Organization (ESDO).

Compensation & Other Benefits

Other admissible benefits (Festival Bonus, Boishakhi allowance, Mobile allowance, etc.) as per the organization's policy

Workplace

Work at office

Employment Status

Full Time

Job Location

Dinajpur, Gaibandha, Kurigram, Lalmonirhat, Nilphamari, Panchagarh, Rangpur, Thakurgaon

Read Before Apply

ESDO has a Safeguarding & PSEAH policy to protect its employees and beneficiaries and any kind of discrimination, harassment, and abuse falls under ESDO "ZERO TOLERANCE" Policy. All employees are expected to abide by the PSEAH, Child Protection, Safeguarding, and Gender policy of ESDO.

ESDO does not tolerate any child & youth abuse. So, if you have any history of child & youth abuse in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any Safeguarding abuse. So if you have any history of gender abuse in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any kind of extremism/terrorism. So if you have any history of extremism/terrorism in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any corruption. So if you have any history of corruption in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

Apply Procedure

Hard Copy

Interested candidates are requested to submit their resume with a cover letter along with a recent Passport size Photo, photocopy of all academic and experience certificates, NID card /Citizenship certificate including two references. Applications should reach within 10/09/2024 by 5.00PM by post or Currier or hand-to-hand delivery to: Head of HR, ESDO, Collegepara (Gobindanagar), Thakurgaon-5100, Bangladesh. Only shortlisted applicants will be contacted and called for an interview. Women are especially encouraged to apply. Equal opportunity, and promoting women & children`s rights is the mandate of ESDO.

Company Information

Eco-Social Development Organization (ESDO)

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Address:

Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh

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