

Category: NGO/Development

Assistant Monitoring & documentation Officer Eco-Social Development Organization (ESDO)

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Vacancy

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Job 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. 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 bring meaningful and lasting changes in their lives. During this long span, ESDO has adapted to 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 adopted 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 331 Upazilas under 51 districts of Bangladesh, covering over 10 million poor and vulnerable people.
- As an Assistant Monitoring and Documentation Officer, you will be responsible for supporting the implementation of monitoring and evaluation systems and processes for a program or project. You will work closely with the Monitoring and Documentation Officer to collect and analyze data, prepare reports, and document project activities. Your primary focus will be to support the effective implementation of monitoring and evaluation activities, and to ensure that project progress and results are effectively communicated to relevant stakeholders.
- As partnership with UNICEF, ESDO will implement the Empowering the most disadvantaged adolescent girls and young women through eco system based Alternative Learning Programme (ALP) for market-driven transferable skills project at Sherpur, Jamalpur, Satkhira, Barisal, Gazipur and Bhola district. ESDO is inviting applications from interested qualified candidates for the position.
- The project duration total 24-36 months from the joining date.

Job Responsibilities

- Develop beneficiary profile and follow up.
- Conduct pre mid and post monitoring.
- Beneficiary follow-up.
- Support the development and implementation of project monitoring and evaluation plans

- Collect, analyze and report on project data, using various tools and methods
- Support the preparation of project reports, including progress reports and donor reports
- Assist in the documentation of project activities, including through the development of case studies, success stories, and other communication materials
- Conduct field visits to project sites to collect data and assess project implementation
- Ensure that project data is accurate and up-to-date, and that it is entered into relevant databases and systems
- Assist in the organization of project meetings and workshops, including preparing materials and taking minutes
- Ensure compliance with monitoring and evaluation protocols and standards
- Provide support to other project activities, as needed
- Any other tasks assigned by management

Employment Status

Full-time

Workplace

- Work at office

Educational Requirements

- Graduation in any discipline

Experience Requirements

- At least 3 year(s)

Additional Requirements

- Age at most 35 years
- Both males and females are allowed to apply
- Highly experience candidates age will be flexible
- Frequent traveling to project area
- Minimum of 3 years of experience in monitoring and evaluation, preferably in a non-profit or development organization
- Strong analytical skills, with the ability to collect, analyze and interpret data
- Proficiency in using monitoring and evaluation tools and software
- Excellent communication skills, both written and verbal
- Ability to work independently and as part of a team

- Strong organizational and time management skills, with the ability to manage multiple priorities and deadlines
- Proficiency in Microsoft Office and other relevant software
- Fluency in English and other relevant languages

Job Location

Barishal, Bhola, Gazipur, Jamalpur, Satkhira, Sherpur

Salary

Tk. 25000 (Monthly)

Compensation & Other Benefits

- As per project Allocation

Job Source

Bdjobs.com Online Job Posting.

Read Before Apply

Interested candidates are requested to submit their resume with cover letter along with recent Passport size Photo, photocopy of all academic and experience certificates, NID card /Citizenship certificate including two references. Applications should reach within 25/03/2023 by post or Currier or hand to hand delivery to or Email hr.esdo@gmail.com CC to sayedesdohr@gmail.com : Address to Senior APC (HR), ESDO, Collegepara (Gobindanagar), Thakurgaon-5100, Bangladesh.

Only shortlisted applicants will be contacted and called for interview.

Women are especially encouraged to apply.

ESDO does not tolerate any Safeguarding abuse. So, if you have any history of child 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 gender 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.

Equal opportunity, promoting women & children rights is mandate of ESDO.

***Photograph must be enclosed with the resume.**

Apply Procedure

Send your CV to **hr.esdo@gmail.com** or to Email your CV from **MY BDJOB**s account.

Application Deadline : **25 Mar 2023**

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Company Information

Eco-Social Development Organization (ESDO)

Address : Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh

Web : www.esdo.net.bd
