



Eco-Social Development Organization (ESDO)

Assistant Monitoring Officer

Application Deadline: **16 Oct 2024**

Summary

Vacancy: **01**


Age: **at most 40 years**

Location: **Bagerhat, Barishal ...**

Maximum Salary: **Tk. 25000 (Monthly)**

Experience: **1 to 2 years**

Published: **9 Oct 2024**

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Requirements

Education

Bachelor's degree in Social Sciences, Development Studies, Statistics, or a related field.

Experience

- 1 to 2 years
- The applicants should have experience in the following business area(s):
NGO

Additional Requirements

- Age at most 40 years
- Both males and females are allowed to apply
- At least 1-2 years of experience in monitoring and evaluation, data collection, or project management within an NGO or development setting.
- Knowledge of M&E principles, including data collection methods, analysis, and reporting.
- Experience in working with disadvantaged and marginalized communities, particularly adolescent girls and young women, is an asset.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint), and experience with data analysis tools such as SPSS or other statistical software is an advantage.
- High level of accuracy in data collection, entry, and analysis.
- Ability to interpret and present data in a clear and actionable way.

- Strong written and verbal communication skills, with the ability to explain complex information to non-technical audiences.
- Ability to work collaboratively with field staff, beneficiaries, and other stakeholders.
- Capacity to identify challenges in data collection and monitoring processes and propose solutions.
- Strong commitment to maintaining confidentiality and ethical standards in handling programme data.
- Experience in conducting field surveys and using mobile data collection tools.
- Familiarity with donor reporting requirements and performance frameworks.
- Strong organizational skills, with the ability to manage multiple tasks simultaneously.
- Flexibility to adjust to changing data needs and field conditions.
- Ability to resolve data-related challenges in real time.
- Dedication to upholding the highest standards of monitoring and evaluation practices.

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 337 upazilas under 53 districts of Bangladesh covering over 12 million poor and vulnerable people.

The Assistant Monitoring Officer will support the Monitoring and Evaluation (M&E) team in tracking the progress and impact of the Alternative Learning Programme (ALP). The role will involve assisting in data collection, analysis, and reporting to ensure that programme activities are aligned with the set objectives and that key performance indicators (KPIs) are met. The Assistant Monitoring Officer will work closely with field staff and programme participants to gather relevant data and provide insights for continuous improvement.

ESDO is inviting applications from interested qualified candidates for the following position.

Job Responsibilities:

Data Collection and Field Monitoring

- Assist in conducting regular field visits to monitor the implementation of programme activities and gather data on key indicators.
- Support the M&E Officer in collecting quantitative and qualitative data from beneficiaries, field staff, and other stakeholders through surveys, interviews, focus groups, and observations.
- Ensure that data collection processes are carried out in accordance with established methodologies and that data is collected accurately and on time.

Data Entry and Management

- Assist in data entry, ensuring that all collected data is accurately recorded in the M&E database.
- Help in organizing and maintaining proper documentation and records of monitoring data, ensuring that they are easily accessible for reporting and audits.
- Assist in managing data security and confidentiality, in line with organizational and donor standards.

Monitoring of Key Performance Indicators (KPIs)

- Track programme performance against predefined KPIs, identifying areas where the programme is meeting or exceeding expectations and where improvements may be needed.
- Assist the M&E team in analyzing trends and patterns in the data to assess the effectiveness of the programme in empowering adolescent girls and young women.

Reporting and Documentation

- Support the preparation of regular monitoring reports, including monthly, quarterly, and annual reports, detailing programme progress, achievements, and challenges.
- Assist in documenting success stories, lessons learned, and best practices that can be shared with internal and external stakeholders.
- Contribute to the development of visual data presentations, such as charts and graphs, to support program analysis and reporting.

Capacity Building and Training

- Assist in organizing and delivering M&E-related training sessions for field staff to improve their understanding of data collection techniques and monitoring procedures.
- Provide ongoing support to field staff to ensure they are accurately and effectively capturing data from programme participants.

Support for Evaluations and Surveys

- Assist in the planning and execution of baseline, midline, and endline evaluations, ensuring timely and accurate data collection.

- Participate in the design and implementation of special surveys or studies to assess specific components of the programme.

Collaboration and Coordination

- Work closely with the programme teams to ensure alignment between M&E activities and programme objectives.
- Assist in coordinating with local authorities, community leaders, and other stakeholders to facilitate monitoring activities.
- Serve as a point of contact for field staff regarding M&E-related inquiries and support needs.

Workplace

Work at office

Employment Status

Full Time

Job Location

Bagerhat, Barishal, Bhola, Gazipur

Job Highlights

The role will involve assisting in data collection, analysis, and reporting to ensure that programme activities are aligned with the set objectives and that key performance indicators (KPIs) are met. The Assistant Monitoring Officer will work closely with field staff and programme participants to gather relevant data and provide insights for continuous improvement.

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.

*Photograph must be enclosed with the resume.

Apply Procedure

Hard Copy

Interested candidates are requested to submit their resume the Eco-Social Development Organization (ESDO) online career portal (<https://career.esdo.net.bd/>) by 16/10/2024 by 5.00PM.

Only shortlisted applicants will be contacted and called for interview.

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

Application Deadline: 16 October 2024

Published On: 09 October 2024

Apply URL:

<https://career.esdo.net.bd/>

Company Information

Eco-Social Development Organization (ESDO)

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