



## Eco-Social Development Organization (ESDO)

### Officer-MEAL

Application Deadline: **9 Feb 2025**

#### Summary

Vacancy: **01**


Age: **at most 45 years**

Location: **Kurigram**

Maximum Salary: **Tk. 45000 (Monthly)**

Experience: **5 to 7 years**

Published: **3 Feb 2025**

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#### Requirements

##### Education

Education: Bachelor's degree (Master's preferred) in Development Studies, Project Management, Agriculture, Environmental Science, or a related field.

##### Experience

- 5 to 7 years
- The applicants should have experience in the following business area(s):  
NGO

##### Additional Requirements

- Age at most 45 years
- Both males and females are allowed to apply
- Strong leadership, team management, and interpersonal skills.
- Proficiency in project planning, implementation, and results measurement.
- Expertise in M&E frameworks, financial management, and reporting.
- Strong advocacy, communication, and stakeholder engagement skills.
- Proficiency in Bangla and English (written and spoken).

#### Responsibilities & Context

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. 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 408 upazilas under 53 districts of Bangladesh covering over 12 million poor and vulnerable people.
- The MEAL Officer is responsible for reporting, monitoring, and supporting other staffs to ensure the integration of objectives and the quality implementation of Action to Climate Change for Ensuring Sustainable Solutions (ACCESS) project activities in the field. The MEAL Officer will lead the project at the upazila level, overseeing the entire monitoring unit and ensuring accurate and timely reporting. S/he will focus on quality implementation, effective coordination, liaison, staff development, project impact, and results measurement. The MEAL Officer will drive demand-driven innovations and interventions while upholding ESDO's commitment to gender equality, diversity, core values, and guiding principles. Based at the Upazila Office, the MEAL Officer will dedicate approximately 80% of their time to field activities.

Authority: Directly supervise the project's Community Development Officer.

Reporting to: Project Manager

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

#### Job Responsibilities

##### Planning, Organizing and Monitoring

- Lead the Monitoring and Evaluation (M&E) activities, ensuring the development and implementation of an effective M&E system.
- Take responsibility, with adequate authority, for program planning, implementation, monitoring, and management.
- Oversee data collection and analysis for baseline studies, periodic monitoring, case studies, special studies, and experience capitalization of the project.
- Efficiently manage resources and monitor project impacts to ensure effectiveness.
- Develop and review activity plans and targets to align with project goals.
- Assist the Project Manager in budget preparation and ensure alignment with project needs.

- Adapt project operations to maintain quality implementation while managing diverse priorities.
- Ensure donor compliance at all levels of project implementation.
- Monitor program activities in alignment with the established M&E system.

#### Ensure quality program implementation in the field

- Conduct field visits to provide necessary guidance and support to Field Facilitators (FF) and volunteers.
- Regularly monitor the project budget and take corrective actions as needed.
- Ensure the program is implemented cost-effectively, within the budget framework, and that expenditure rates align with expectations.
- Organize training sessions, workshops, meetings, and other events to build capacity and ensure project alignment.
- Facilitate field visits and monitoring by upazila and district-level officials, ensuring their responsiveness and engagement.
- Identify key issues during field visits, focusing on integration, progress, and challenges, and recommend solutions.

#### Staff Management and supervision

- Guide project staff to plan and support integration activities.
- Review and approve project staff's work plans, continuously monitor them, and provide feedback.
- Conduct monthly, quarterly, and annual staff coordination meetings.
- Ensure a Gender-equitable, women-friendly, and sensitive work environment in the project office.
- Coach & mentor implementing staff to improve their programming and analytical skills, which include skills in project planning, management, communication, and monitoring activities.
- Develop team spirit and cooperative attitudes among supervising staff.
- Facilitate talent acquisition, development, and retention.
- Assist in ensuring a system of communication across the staff, concerned government officials, and communities related to project policies, strategies, and implementation activities established.
- Share information on the project with all staff.

#### Liaison different stakeholders

- Attend external meetings, update progress, and represent ESDO.
- Regularly share and update the findings with local govt. and build professional relationships.
- Regular communication with Civil Society Forum and make them active as pressure groups.

- Maintain excellent relationships with relevant units/programs of ESDO.
- Ensure active participation in NGO coordination meetings and Disaster Management Committee meetings at district, upazila, union, and ward levels.
- Engage in district-level meetings with the Deputy Commissioner of Agriculture, Education, and other relevant departments.
- Participate in relevant networks

#### Reporting and documentation

- Prepare periodic narrative and financial reports and ensure timely submissions.
- Document innovations, case studies, video documentaries, and other pilot initiatives involving the project staff.
- Regular communication with PM, Upazila Coordinator, Officer-Admin and Finance, Officer- MEAL, Officer- DRR and WASH , Officer- Livelihood & Agriculture, Officer-Advocacy, Networking and Migration and other staff of the project.

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### **Workplace**

Work at office

### **Employment Status**

Full Time

### **Job Location**

Kurigram

### **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 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 09/02/2025 by 5.00 PM by post or Currier or hand-to-hand delivery to: Head of HR, ESDO, Collegepara (Gobindanagar), Thakurgaon-5100, Bangladesh or Apply through ESDO online career portal (<https://career.esdo.net.bd/>) by 09/02/2025 by 5.00PM.

Only shortlisted applicants will be contacted and called for interview.

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

### Apply URL:

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

## Company Information

Eco-Social Development Organization (ESDO)

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### Address:

Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh

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করবে না।

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