

## **Field Monitoring Officer**

### **Jagrata Juba Shangha (JJS)**

#### **Vacancy**

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#### **Job Context**

- Project : JJS-Max-Nutri WASH supported by Max Foundation Bangladesh
- Project period : Long-term
- Probable Assignment period : July 2019 to December 2020
- Travel allowance : Actual
- Closing Date : 5 pm, Monday 22 July 2019
- Job Source: JJS Notice Board.

#### **Job Responsibilities**

- Preparation of beneficiaries selection criteria and based on that monitoring of beneficiaries selection process
- Preparation of a monitoring plan as well as produce monthly monitoring report for the management and sharing with relevant stakeholder
- Regular data collection and quality check
- Leading the beneficiaries selection process and produce a digital database of selected beneficiaries list
- Assist in baseline survey, provide orientation to the staff on data collection and monitoring process
- Monthly, quarterly and project end report preparation and submission
- Collecting case studies, design and organize FGD to measure the project impact/out come as well as documentation the best practices
- Project briefing preparation for the donor/mission visit as regular update
- Regular monitoring checklist collection, data entry and database management
- Regular information management and share with the management.

#### **Employment Status**

Contractual

#### **Educational Requirements**

- Bachelor in URP, Statistics, Anthropology, Development Studies. Candidates with Masters on above subjects are preferred.
- Qualification and Desirable Criteria : Excellent report writing capacity in English, Computer operating, field communication, WASH, health and hygiene related skills.

### **Experience Requirements**

- At least 2 year(s)

### **Additional Requirements**

- Age at most 45 years
- Minimum 2 years working experience in field monitoring.

### **Job Location**

Khulna

### **Salary**

Tk. 31500 (Monthly)

## **Read Before Apply**

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

## **Apply Procedure**

If you are interested and meet the criteria, please enclose and read the instruction carefully as missing of any one is considered disqualification for the position:  
candidates are requested to submit Cover letter briefings with his/her competencies for the position and complete CV (at best 04 pages) with two valid references and clear information oriented documents, One passport size photographs, Photocopies of academic and experience certificates, National ID, valid driving license (If any), release order form last employer (not more than one month old) etc.

Candidates must mention the name of position on the top of the envelop along with full address and valid contract number to: Coordinator Admin & HRD, Human Resource Department, Jagrata Juba Shangha (JJS), Head Office, 35 /8 TB Cross Road, Khulna-9100 on by 5 pm, Monday 22 July 2019.

Application Deadline : **July 22, 2019**