

Monitoring & Documentation Officer

Jagrata Juba Shangha (JJS)

Vacancy

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Job Context

- Project : Protection of Child from sexual abuse and drug addiction project supported by kindernothilfe (KNH)
- Assignment period : Two years (July 2019 to December 2020)
- Travel allowance : Actual
- Closing Date : 5 pm, Friday, 26 July 2019

Job Responsibilities

- Preparing monitoring template for assessing progress following project to Log frame.
- Conduct field monitoring for keeping the progress and process in track.
- Prepare Case study, report and meeting orientation good example of the project achievements.
- Prepare event report and training modules.
- Development of knowledge management products and reporting structures.
- Regular data collection quality check and project database management
- Monthly, quarterly, annual and project end report preparation
- Collecting case studies design and organize FGD to measure the project impact/outcome.
- Collect and compile data and reports from project staffs.
- Organize meeting.

Employment Status

Contractual

Educational Requirements

- Bachelor in URP, Development Studies, Anthropology, Statistics.
- Qualification : Computer skill, communication skills, reporting in English.

Experience Requirements

- At least 1 year(s)

Additional Requirements

- Age at most 40 years
- Working experiences in Children Development project in NGOs is preferable.
- Computer and communication skills, Advocacy skills.
- Data base management.
- 01 year experiences in documentation in NGOs, skills on development projects.
- Female candidates are encouraged to apply.

Job Location

Khulna

Salary

Tk. 30000 (Monthly)

Read Before Apply

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

Apply Procedure

Send your application to jjshrdinfo@gmail.com

or

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:
CV with two valid references and clear information oriented (requested to prepare the CV not more than three (04) pages).

Cover letter briefings with his/her competencies for the position and one recent Photograph. 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. Requested to submit the documents on the day of appointment not to send via mail. Candidates are requested to send only CV and Cover letter via mail.

Candidates must mention the name of position on the subject line on email and top of the envelop along with full address and valid contract number to: Coordinator Admin & HRD, Human Resource Department, JJS, Khulna Office, 35 /8 TB Cross Road, Khulna-9100 on or before 5 pm, Friday, 26 July 2019.

Application Deadline : **July 26, 2019**