



এসডিএস (শরীয়তপুর ডেভেলপমেন্ট সোসাইটি) **SDS** (Shariatpur Development Society)

Career Opportunity

Circular Number: 2024-2025.000.23

Published Date: 06/01/2025

Since 1992, SDS (Shariatpur Development Society) has been implementing developmental activities in various districts of Bangladesh as a national level non-governmental development organization with the aim of creating a livable, just and egalitarian and poverty-free society for all. SDS is going to implement the **Loss and Damage Special Initiative** at Shariatpur (Jazira, Naria and Bhedorganj Upazila) Funded by CJRF (Climate Justice Resilience Fund). To ensure the quality implementation of the project. SDS intends to recruit project staff from qualified candidates of Bangladesh Nationals.

Name of Project	: Loss and Damage Special Initiative
Project Duration	: 1 year
Name of Position	: MEAL Officer
Vacancies	: 01
Salary	: Consolidated salary Tk: 38,000 per month and other admissible benefits as per project budget.
Education Qualification	: Master's degree in any discipline preferably Statistics/Social Science/ Economics/ Development Studies/Public Administration from a recognized university/institution.
Experience	: Minimum 2 years of professional experience in the field of Monitoring, Evaluation and Documentation
Job Responsibilities	: <ul style="list-style-type: none">Establish M&E system for Loss and Damage Special Initiative project in line with CJRF's policies and compliances.Verify and ensure valid and accurate enrollment of beneficiaries.Ensure routine monitoring on real-time basis and authorize routine data.Ensure quality monitoring data as per M&E Plan, data flow map, and data quality standards.Produce regular process monitoring as well as periodic performance monitoring reportEnsure trend analysis of the project progress based on monitoring data to support program team in reporting and evidence-based decision making.Assist and provide support to the Project Coordinator with review and development of project reports.Undertake regular field visits to conduct process monitoring and provide supportive feedback to improve implementation and program quality.Provide necessary support in conducting baseline, mid-term, final evaluation, assessments, studies, research & periodic data quality assessment.Ensure beneficiary accountability and feedback-response mechanisms are established, feedback is analyzed and responded accordingly as per feedback & response framework.Manage Project MIS system and ensure data are entered into the system in a timely manner as per M&E Plan and Data Flow Diagram.Analyze project data and share progress status with the project team and recommend actionable recommendations.Identify and document case stories, lessons learned, good practices and project results with the support project staff and technical guidance from Project Focal and Project Coordinator.

Sadar Road, Shariatpur, Post Code-8000, Bangladesh.

Cell: 01325060185, Tel: 02478815406, web: www.sdsbd.org, e-mail: sds.shariatpur@gmail.com

Reg. No. Social Welfare: Shari-77/92, NGO Affairs Bureau: 794/93, Microcredit Regulatory Authority: 0374-04616-00229



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		<ul style="list-style-type: none">• Conduct training and provide continuous support to project as well as frontline staffs on capacity development on M&E, MIS and quality data collection.• Perform any other duties and responsibilities as delegated/assigned by the Project Coordinator.
Age	:	Minimum 30 years
Job Location	:	Shariatpur
Application Sending Address	:	recruitmentsdsbd@gmail.com
Last Date of Application	:	20/01/2025

Interested candidates are requested to send their update CV, Passport size colour photograph with a cover letter for the above position To the Executive Director, SDS (Shariatpur Development Society) SDS Head office, Sadar Road, Shariatpur-8000, Bangladesh. Only short listed candidates will be called for the interview. SDS is an equal opportunity employer.

Amala Das
Deputy Director-HR

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