



এসডিএস (শরীয়তপুর ডেভেলপমেন্ট সোসাইটি)

SDS (Shariatpur Development Society)

Position Title: Deputy Manager- Monitoring & Documentation

Organization: SDS (Shariatpur Development Society)

Vacancy: 01

Project Title: ASHSHASH (For Men and Women Who Have Escaped Trafficking in Bangladesh)

PROJECT BACKGROUND:

Winrock International – Ashshash (Phase-II), is funded by the Embassy of Switzerland in Bangladesh. The main objective of the project is to ensure that “women and men who have escaped trafficking will restore their dignity and wellbeing and become self-sufficient”. The survivors will be provided psychosocial counseling support along with other social services and facilitated opportunities for skills-devolvement and entrepreneurship training. Upon completion of the training survivors will be placed in either wage-based and or self-employment. Furthermore, Ashshash will reach people in the project’s working areas; either directly or indirectly, through awareness-raising activities on factors that make people vulnerable to human trafficking, and to ensure the prevention of human trafficking. The four-year-long second phase of Ashshash will provide comprehensive and personalized packages of service-provision to the survivors of human trafficking in Bangladesh.

POSITION SUMMARY:

The main responsibility of the Deputy Manager- Monitoring and Documentation is to lead, manage, and implement project monitoring and evaluation activities with technical guidance from Winrock International’s Field Officer and MERL Manager. S/he will be responsible for providing support to the Ashshash project team to produce quality data and track performance of the program in collaboration and coordination with Winrock International’s Ashshash Team. S/he will also be responsible for document lessons learn from ongoing program and project documents management. The Deputy Manager- Monitoring and Documentation will ensure that donor and Winrock International’s MERL policies & procedures and M&E requirements throughout the M&E processes.

JOB RESPONSIBILITIES

- Establish M&E system for Ashshash Phase II project in line with Winrock International’s policies and compliances.
- Authorize verification via the victim-identification process to ensure valid and accurate enrollment of the beneficiaries.
- Ensure routine monitoring on realtime 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 report
- Ensure 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 Manager 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 Ashshash 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.

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Reg. No. Social Welfare: Shari-77/92, NGO Affairs Bureau: 794/93, Microcredit Regulatory Authority: 03074-04616-00229



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- Identify and document case stories, lessons learned, good practices and project results with the support project staff and technical guidance from Winrock International's Field Officer.
- 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 Ashshash Project Management.

Employment Status : Full-Time

Educational Requirements :

- Master's degree in any discipline preferably Statistics/Social Science/ Economics/ Development Studies/Public Administration from a recognized university/institution.
- Minimum 3 years of professional experience in the field of Monitoring, Evaluation and Documentation.
- Experience using ICT4M&E for program monitoring and implementation, including data collection and management.
- Experience in developing and mobile based data collection tools such as KoboTool Box, ONA, etc.
- Have comprehensive understanding and able to operate web-based MIS.
- Data management, analysis and interpretation skills using excel or other popular spreadsheets is a must.
- Computer proficiency in Microsoft Word, Excel, MS Access, PowerPoint and Outlook.
- Demonstrated facilitation skills and capacity to organize and conduct workshops/training sessions.
- Previous experiences on 'Human Trafficking' projects would be an added advantage.
- Self-driven, enthusiastic, and sensible to work with TIP survivors.
- Ability to work with minimum supervision.
- Quality report writing experience in English and Bangla
- Fluency in English and Bangla required.

Additional Requirements: Age 35 to 40 years (For more experienced candidates, the age limit will be relaxed)

Job Location : Shariatpur

Salary: Tk: 30,000 (Monthly)

Compensation & Other Benefits: All facilities will be available as per project budget.

Application Sending Address: SDS head office, Sadar Road, Shariatpur-8000, Bangladesh

Email Address: recruitmentsdsbd@gmail.com

Application Deadline: 22 November, 2023

Interested candidates are requested to send their CV, Passport Size color photograph with a cover letter for the above position to the Executive Director, SDS (Shariatpur Development Society), Sadar Road, Shariatpur-8000, Bangladesh. Please write down the mobile number in the application and the name of the position on the top of the envelope. Only for short listed candidates will be called for the interview. If the CV is sent through e-mail please give the CV, Cover letter and other documents in PDF format.

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Contact +88-01325-060203 for any recruitment related information. Contact hours are from 09.00am to 05.00pm

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