Circular No: 2025-2026.000.07   **Date: 01 January, 2026**

Career Opportunity

Position Title : MIS & Documentation Officer
Vacancy   : 01
Project Title : SMART Project

1. Background

SDS (Shariatpur Development Society) is going to implement a sub-project titled '**Adopting technologies and practices for resilient green growth in fisheries sub-sector.**' as part of the 'Sustainable Microenterprise and Resilient Transformation (SMART)' Project. This sub-project aims to increase resource-efficient and resilient green growth of microenterprises (MEs) under **Pisciculture** sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and SDS.

2. Sub-project Objectives:

- To adopt resource efficient, cleaner production and good aquaculture practices
- To adopt climate resilient technologies for reducing vulnerabilities
- To increase technical knowledge and capacity of the MEs
- To promote proper waste management
- To increase fish production and improve access to markets for sustainable growth.

3. Sub-project Working Areas

The sub-project will cover Shariatpur districts.

4. Duration

The employee will initially be hired for a one-year term, with the possibility of extending the contract till 30 June 2028, based on satisfactory performance.

5. Duties and Responsibilities

The 'MIS and Documentation Officer' will work under the direct supervision of the Project Manager and will undertake following duties and responsibilities, which are essential but not limited to:

Monitoring, Data Collection and Record Keeping

- Ensure that the baseline study and final evaluation of the sub-project level is completed smoothly and effectively;
- Monitor the implementation of project-level activities by visiting the fields frequently;
- Conduct field-level and real-time data collection maintaining consistent data collection standards/guidelines and/or protocols;
- Ensure proper record keeping of data and provide required support to team members during Resource-Efficient and Cleaner Production (RECP) screening/profiling and filling up the MIS reporting templates/forms;
- Proper archiving/preservation of collected data to meet the periodic data needs;

Data Verification, Entry and Cleaning
- Verify the authenticity and validity of the collected data by cross-checking with other records and re-visiting project participants;
- Implement the real-time data collection using tab/mobile applications;
- Input verified data into relevant databases or software systems;
- Perform data cleaning to remove duplications, errors, or inconsistencies;
- Ensure that the integrity of data is maintained throughout the entry process;

MIS Reporting and Documentation
- Maintain organized and accessible records of all data and activities;
- Assist Project Manager to prepare monthly/quarterly/yearly project progress report;
- Document and inform the team members on the anticipated procedural challenges and changes regarding data management;
- Ensure that all the documentations are up-to-date and wellaligned with organizational policies, regulations and guidelines;
- Capture key lessons, document best practices and case stories;
- Assist in-house teams or consultants to prepare video documentaries, booklets, brochures, posters, banners, etc.

Other Responsibilities
- Maintain liaison and coordination with PKSF regarding monitoring, evaluation, reporting, and documentation as well as make extensive field visits on a regular basis;
- Any other tasks, duties, or specific tasks assigned by the Project Manager and senior management of the SDS.

6. Academic Qualifications
- The incumbent should possess Bachelor (Hons.) and Master's degree in Social Science/Development Studies/Statistics from a UGC-approved university.

7. Working Experience
- The candidate should have a minimum of three (3) years of work experience in monitoring and evaluation/MIS and documentation in a development organization that works in Bangladesh.
- Candidate having relevant experience of working in donor-funded projects would be preferred.
- Experience of working in enterprise development related projects will be an added advantage.

8. Knowledge and Skills
- Strong technical knowledge in reporting through online-based management information system;
- Excellent competency in working with MS Office packages;
- Excellent competency in performing data collection using paperless technologies like Open Data Kits/Kobo Toolbox;
- Strong analytical capacity using SPSS/STATA would be and added advantage;
- Good interpersonal and communication skills.

9. Age Limit
- Maximum 53 years of age on the last date of application.

10. Salary and Allowances
- Monthly consolidated salary is BDT 50.000/- (Fifty Thousand Taka)
- Other admissible benefits (Festival Bonus, Bangla Noboborsho allowance, Mobile allowance, etc.) as per the organization's policy.
- Salary and other admissible benefits (if any) are inclusive of all taxes as imposed by the government of Bangladesh. Taxes will be deducted at sources as per government rules.

Apply Procedure:
Only those who meet the above requirements and relevant background are requested to apply with a Cover Letter and updated CV along with Experience Certificate, Educational Certificate, NID, and recent 2 copy photograph to Executive Director, SDS, Sadar Road, Shariatpur Sadar, Shariatpur- 8000 or send e-mail to "**recruitmentsdsbd@gmail.com**" on or before **05 January 2026.** Please mention the name of position on envelop or in the subject line of the e-mail.

Women are actively encouraged to apply.