



Job Description

Monitoring Officer

Job Title: Monitoring Officer

Project: Renewed Women's Voice and Leadership (RWVL) Bangladesh

Job Type: Contractual

Job Location: Sadar Upazila, Bandarban District.

Reports to: Project Manager

Position Level: Mid-Level

Project Duration: 15 February 2026-31 December 2029.

Gross Salary: 28000/- with one month annual bonus, increment, and other benefit as per organization and project modalities.

Age: At most 45 year

Position Profile:

This position needs to be worked under the supervision of the Project Manager and dotted supervision under the MJF M&E and KM Manager. S/he will closely work and support the project implementation team for implementing the Renewed Women's Voice and Leadership (RWVL) Bangladesh interventions at grassroots level. Major task of this position will be determining the Performance Measurement Framework align with MJF, maintaining the project MIS system, capacitate field team about the MEAL, assist data collection, data management, conduct process monitoring, and reporting for respective organizations. Data management should be one of the key roles of this position where this position should be responsible for ensure the data collection by the field team, clean the data, entry in system/write the narratives, document data in MIS and office files, verify the data and support Project Manager to submit report within in the timeline. On the other hand, this position should organize monthly reflection sessions, document the learning and share insights from data and field visit reflections to ensure data driven decisions from the management and adaptive management.

Major responsibilities:

1. Feminist MEAL System Design & Planning

- Develop Performance Measurement Framework as per the organization specific result framework and align with the MJF Theory of Change
- Closely work with MJF M&E and KM Manager and contribute to develop and pilot process monitoring tools align with organization specific immediate outcome and output
- Closely work with MJF M&E and KM Manager and contribute to develop and pilot RWVL-B Project's MIS system to ensure safe inclusive, and accessible data collection systems (gender identity, disability, structural exclusion disaggregation)

2. Monitoring & Data Management

- Support both qualitative and quantitative data collection as per the indicator and frequency set in the PMF for generating the reports
- Ensure data quality assurance, validation, and triangulation.

- With close guidance from MJF M&E and KM Manager, facilitate partner-led data analysis workshops, reflection and learning sessions to generate data driven decisions and adaptive management.
- Maintain digital MIS and documentation of auditable data trails develop by RWVL-B.
- Build up capacity for the staff of the respective organizations about the MEAL system of RWVL-B
- Attend community sessions/events, conduct reflections with participants and stakeholders with a structured process monitoring tools to validate quality of the project implementations

3. Evaluation & Outcome Harvesting

- Work closely with MJF M&E and KM Manager and contribute to implement baseline, midline, and end-line feminist evaluations for respective organization.
- Apply outcome harvesting to capture advocacy and power-shift results.
- Use thematic qualitative analysis aligned with log-frame and ToC pathways.

4. Accountability, Learning & Knowledge Management

- Facilitate knowledge management systems for monthly learning uploads as guided by MJF.
- Organize reflection workshops and feminist learning events and document lessons, good practices, and adaptive decisions.
- Facilitate feminist community feedback mechanisms (digital, hotline, consultations) and share feedback from the communities in accessible formats.
- Feed learning and data into evidence-based advocacy, campaign, and alliance strategies.

5. Reporting & Donor Compliance

- Finalize monthly data by working closely with field staffs, PM and MJF M&E and KM Manager
- Work closely with MJF M&E and KM Manager and PM to prepare quarterly, semi-annual, and annual performance reports.
- Integrate qualitative stories of change with quantitative data.
- Support co-authoring briefs with WROs and gender-diverse groups.
- Ensure alignment with GAC feminist reporting principles.

Minimum Required: Education & Experience:

- Bachelor/master's degree preferably in Statistics, Social Sciences, Development Studies, Gender Studies, or a related field. Relevant professional experience may substitute for formal education where appropriate.
- Minimum 3–4 years of experience in monitoring, evaluation, accountability, research, or project management (experience in gender equality, WROs, human rights, or community-based programs preferred).
- Demonstrated experience in data collection (qualitative and/or quantitative) at community level.
- Familiarity with participatory and inclusive monitoring approaches; willingness to learn feminist MEAL methodologies.
- Experience using digital data collection tools (KoboToolbox, ODK, Google Forms, etc.) or strong willingness to learn.

- Basic data analysis skills (Excel or similar tools) and experienced to develop donor reports preferably in English.
- Experience facilitating community consultations, reflection sessions, or learning meetings is an asset.
- Understanding of gender equality, safeguarding, and Do No Harm principles.
- Strong coordination, communication, and documentation skills in Bangla; working knowledge of English preferred.

Physical/Mental Demands:

Physical and mental demands of this role include those that must be met by an employee to successfully perform the essential functions of this job, as outlined above.

- Operating a computer and other office equipment.
- Thinking, learning, and concentrating effectively and frequently communicating with other people, both within MJF and outside from MJF;
- Frequent local travel, conducting field visits to community, government and partner offices.
- Ability to handle the stress associated with meeting frequent, multiple, and tight deadlines.
- Flexible to work with the diverse populations targeted by the RWVI-B project
- Belongs to valid motorbike driving license
- Ability to communicate in indigenous/local languages of Bandarban

Application Procedure

Interested and eligible candidates, especially women, are requested to apply by submitting two copies of recent passport-sized photographs, a photocopy of NID card, and photocopies of their educational and experience certificates to the Executive Director, Ananya Kallyan Sangathon (AKS), K.S. Prue Market, Bandarban Main Road, Bandarban – 4600 or **Email:** aksbandarban96@gmail.com by 14 March 2026.

Note:

As this project works inclusively with women with intersectional identities of ethnic Bandarban CHT community, we highly encourage female, female of minority, ethnic group or person with disabilities to apply.