

VACANCY ANNOUNCEMENT

The Village Education Resource Center (VERC) is a national level voluntary organization. The organization is registered under the Bureau of NGO Affairs and the Ministry of Social Welfare, whose certificate numbers are 133 and Dha - 02272 respectively and it is also registered with the Microcredit Regulatory Authority (MRA) with certificate number 01275-00523-00017. In partnership with Save the Children, VERC is going to implement Oporajita Phase 2 project in Savar and Gazipur area.

Recruitment against the following project position will be made on urgent basis for implementation of the project interventions:

Position: MEAL Officer - (01 position)

Duration: June 2025 to November 2027

Job Responsibilities

- Support project team and Save the Children (SCI) in M&E plan development, online training for project staff on M&E plan, M&E database development and maintenance, conduct Baseline and end line survey, conduct lessons learned workshop, documentation of lessons learned, good practices etc.
- Conduct routine data quality assessments.
- Collect and compile activities reports from the field on a routine basis.
- Develop or adapt and maintain systems to collect and analyze information on inputs, outputs, outcomes, and impact of the program.
- The position holder will be committed to the protection of children from all forms of abuse and exploitation following the safeguarding policy and procedures.
- She/He is required to carry out the duties in accordance with the organizational PSEA and Child Protection policy.
- Ensure indicators are aligned to program activities and strategies and reasonable targets are set for the project to achieve.
- Contribute to documentation of promising practices, challenges, and success stories.
- Support all project monitoring and evaluation activities.
- Contribute to analysis and interpretation of qualitative and quantitative data.
- Documentation of lessons learned, good practices, case studies, success stories and publishing reader friendly qualitative documents.
- Data compilation, process, analyze, prepare report, and submit to Project Manager monthly and quarterly within the stipulated timeline.
- Track and update the performance through MEAL indicators as per MEAL plan by level of disaggregation and send it to the Project Manager.
- Routinely update indicator tracking tools for the project and share within team.
- Participate in meetings, training, seminars, and workshops as per need of the program.
- Participate in the GO/NGO coordination meetings at different levels as per need.
- Any other task assigned by the supervisor.

Employment Status

Contractual

Educational Requirements

- Bachelor's degree, preferably in Social Sciences; Statistics/Demography/Development Studies/Anthropology or relevant discipline from a recognized university.

Experience Requirements

- At least 3 years of experience, preferably in NGOs with positions that deal on project documentation, MEAL of Child Protection/Education project.

Additional Requirements

- Strong analytical skills and an understanding of monitoring, evaluation, and assessment tools to promote evidence-based learning.
- Sound knowledge on program learning, process, and systems.
- Skill in documentation, facilitation & reporting.
- Knowledge and capacity of documentation of best practices, case studies, success stories and publishing reader friendly qualitative documents
- Strong experience with Microsoft Office applications and ability to use standard office computer software for data management such as Excel/MS Access/SPSS.
- Ability and willingness to travel widely in project areas
- Excellent spoken, reading, and writing skills in English & Bangla with the ability to produce quality analytical reports.
- Problem solving and decision making and working effectively with team.
- Finally, selected candidate will be required to respect, follow and uphold the organization's Child Protection Policy, Prevention of Sexual Exploitation and Abuse (PSEA) Policy, Gender Policy and the organization's Code of Conduct and others policies in their personal and professional lives.
- VERC authority reserves the right to accept/reject any applications without assigning any reason. Only shortlisted candidates will be invited to appear for the examination.
- Note: In case of candidates with more experience; age limit and educational qualification would be relaxed. Women and persons with special needs will get preference.

Job Location: Gazipur.

Working Area : Savar and Gazipur

Salary

- Taka 38000-40000 (Monthly) and others facilities will be applicable also based on available the project budget.

Safeguarding Statement: VERC reserves the Safeguarding Policy of high importance and commits to rigorous procedures to ensure all our personnel and programs are safe for children. All candidates will be, therefore, subject to strict background checks.

Interested candidates are requested to apply with a complete resume highlighting details of experience and achievements, 2 (two) copies of passport size photograph (attested) and copies of other relevant papers addressing the Executive Director, Village Education Resource Center, B-30, Ekhlas Uddin Khan Road, Anandapur, Savar, Dhaka-1340 latest by 15 June 2025.

Md. Yakub Hossain

Executive Director

VERC

Name of Job Portal: bdjobs.com

VERC Website

