



## **Technical Officer (Monitoring)**

Vacancy: 01

Job Nature: Full-time

Educational Requirements:

- Bachelor degree in any discipline OR, Diploma in Engineering (Civil/ Environmental)

### **Job Responsibilities**

- Support to develop annual project plan, periodical update and reporting
- Maintain mPMIS & other reporting format for providing all information to BASA & its donor.
- Undertake and oversee regular field monitoring and evaluation of quality of data
- Actively Monitor the waste collection information and prepare report as required.
- Actively monitor and report progress on all identified WASH indicators in project result framework documents and relevant standards with the support of supervisor.
- Organize and conduct capacity enhancement training activities on mPMIS data entry for project staff as needed;
- Develop a relationship with municipality, local stakeholders and different public organizations like DPHE, DAE, LGED and other relevant sector.

### **Job Experience:**

- Minimum 2 to 3 years working experience in NGOs/development sector.
- Knowledge of digital data collection platforms and methodologies;
- Excellent computer skills: excellent knowledge of MS Word, Excel, PowerPoint and email/internet software, statistical analysis packages;
- Good skills in training and capacity building in M&E;
- Good Communication skills in English and Bangla.

**Job Location:** Sakhipur, Tangail

**Salary:** Salary range Tk.27, 000 (Consolidated)

**Compensation & Other Benefits:** As per project rules.

**Job location:** Sakhipur Municipality area, Tangail, Bangladesh

**Application Deadline:** 8<sup>th</sup> October, 2020

Applicants may apply with complete CV through the mail number [shormina@gmail.com](mailto:shormina@gmail.com)

Only Short listed applicants will be called for an interview.



**NGO Information:**

Bangladesh Association for Social Advancement (BASA). Priyanka Runway City (Behind Hazrat Shahajalal International Airport, Dhaka) Road No. # 01, House No. # 42 ,Uttara, Dhaka