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: 8th October, 2020

Applicants may apply with complete CV through the mail number  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 Shahjalal International Airport, Dhaka) Road No. # 01, House No. # 42, Uttara, Dhaka