

MANUSHER JONNO FOUNDATION

Job Description

Job Title: Deputy Manager M&E, Grade: 7

Job Summary:

As a member of SAMPREETI team the Deputy Manager M&E is responsible to support the implementation of the project, ensure quality of the program. Deputy Manager-M&E assists in the design and implementation of monitoring and evaluation activities both small grants and key performances. S/he will work in M&E unit of MJF as well as with partners on M&E activities related to report development, data collection and analysis, data documentation, check M&E issues and its progress. S/He will also be responsible to organize M&E training/ workshop for partners and MJF staffs. This position will work under the direct supervision of Program Manager SAMPREETI and technical supervision will be provided by the Program Manager M&E and the Head of M&E).

Responsibilities and Tasks:

SL	Responsibilities	Tasks
1.	Maintaining M&E system of the Program	<ul style="list-style-type: none"> • Assist the Program Manager-M&E to develop M&E plan for SAMPREETI programme. • Assist proper implementation of M&E tools in MJF and grantees. • Organize team meetings to finalize analysis • Collect/ compile case studies from partners and preserve it both manually and digitally • Collect and follow up on the overall M&E plan of the SAMPREETI programme as well as the grantees. • Monitor key performance indicators of the SAMPREETI programme. • Monitor output indicators of the grants
2.	Facilitate project improvement process and Data Validation	<ul style="list-style-type: none"> • Visit the grantees' project on regular basis • Make recommendation for project improvement, M&E and data validation system • Visit the project and provide feedback
3.	Organize M&E training/workshop for staff and grantees	<ul style="list-style-type: none"> • Conduct training/ workshop on M&E for staff and grantees' staff
4.	Facilitate evaluation process of partner organizations	<ul style="list-style-type: none"> • Conduct regular field visits and provide guidance for grantees • Assist to conduct/ commissioned out any necessary assessments and surveys (e.g. baseline assessment, and final evaluation) • Communicate with external consultants and

		grantees <ul style="list-style-type: none"> • Provide necessary MJF documents to the external evaluation team.
5.	Data analysis and data management	<ul style="list-style-type: none"> • Input monitoring and survey data in the statistical software • Develop data table • Check data consistency • Analyze monitoring and survey data • Preserve and back up data
6.	Support to conduction research activities	<ul style="list-style-type: none"> • Assist in research tools development • Assist in data collection and data analysis • Assist in report writing
7.	Other M&E work	<ul style="list-style-type: none"> • Support to carry out Peer Review • Compile data from grantees' report
8.	Other	<ul style="list-style-type: none"> • Any other work instructed by the Program Manager SAMPREETI

Authority: Directly reports to Program Manager with technical supervision from Program Manager M&E and Head of M&E

Key Contacts and Relationship

GCERF Secretariat Head of M&E, Directors, Coordinators, Program Managers, Deputy Program Managers and all MJF partners.

Working Conditions: Based in Dhaka with frequent travel within the project area.

Qualifications:

- Masters in social science/ or any relevant discipline.
- 8 years experience in relevant field.
- Good communication skills in both Bangla and English.
- Computer skills (Word processing, Spreadsheet).
- Knowledge on administrative policy.
- Ability to work in a team environment.
- Good interpersonal skills.
- Excellent communication, interpersonal and mentoring skills
- Experience in training and coaching is a distinct advantage
- Knowledge of SPSS and other statistical software is an advantage

Duration: Up to July 2019 with a possibility of extension.

Salary and Benefit: An attractive salary will be given as per MJF policy

Female candidates are highly encouraged to apply.