

## Monitoring & Documentation Officer

SKS Foundation

### Vacancy

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#### Job Context

SKS Foundation in partnership with ANDHERI HILFE, Germany is going to implement the "Expanding Livelihoods & Increasing Resilience to Flooding & River Erosion of 5000 poor island Households in Gaibandha District" Project. Following positions will be recruited for implementing the project's interventions:

#### Job Responsibilities

- Coordinate implementation of monitoring, documentation activities and assist to the project staff,
- Will develop required tools for field monitoring, data and information collection and documentation.
- Monitoring and follow-up of field activities on a regular basis and provide feedback to the management,
- Data compilation, management and analysis, Coordinate, facilitate all sorts of survey, study etc.
- Will be responsible for preparing relevant reports for submission to ANDHERI HILFE, Germany,
- S/he will ensure coordination with community, relevant stakeholders.

#### Employment Status

Full-time

#### Educational Requirements

- Bachelor Degree having relevant working experiences of monitoring and documentation for about 5-7 years at national NGOs. Experiences of preparing reports meeting donor requirements are a must for this position.

#### Experience Requirements

- 3 to 5 year(s)

#### Additional Requirements

- Age 18 to 45 years
- Both males and females are allowed to apply.
- Knowledge on result matrix, process monitoring, baseline-endline studies, database management, report writing in English, case study preparation is needed. Basic knowledge on

computer and use of common software in Microsoft is essential. Good communication skills and experience to work with local government.

Job Location

Gaibandha

Salary

- Tk. 25112 (Monthly)
- Others benefits will be as per Organization policy and budget provision.

**Compensation & other benefits**

- T/A, Mobile bill, Weekly 2 holidays
- Festival Bonus: 2 (Yearly)

**Read Before Apply**

Interested Candidates are requested to apply through Email to Deputy Director-HR SKS Foundation, College Road, Uttar Horin Singha, Gaibandha-5700. Applications should reach with detailed CV including contact cell-phone number and two referees. Only short listed candidates will be called for interview. Women are especially encouraged to apply.

**\*Photograph must be enclosed with the resume.**

**Apply Procedure**

Send your CV to [hr@sks-bd.org](mailto:hr@sks-bd.org)

Application Deadline: **13 Nov 2023**