Technical Coordinator - MEAL

LAMB

Vacancy

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Job Context

- **LAMB** is a well-run major mission Hospital, Community Health Development, Training, and Research organization. Services cover more than 6.3 million people in North West Bangladesh.
- There are vacancies for the following contractual position based at Nageswari Upazila, Kurigram District for the Women Led Inclusive DRR & CCA Through Resilient Livelihood project as follows:
- Job Summary: Support the Project Coordinator in all data collection, analysis, and learning activities to help ensure accountability and efficiency from start to finish for all programs and project. Provide technical field support to the field staffs. The Technical Coordinator-MEAL will work closely with Entire Program teams to assess field conditions, support capacity building initiatives, and facilitate the collection of quality data under the supervision of the Project Coordinator and functionally MEAL Manager **LAMB** and Donor Agency. Established Complaint/Feedback mechanism at community level. Must have to preserve all kinds of documents of the project. Support program activities in field level. Collaborate with the Program teams in reviewing and preparing monthly, quarterly and final narrative and financial donors' reports. Additionally, replace or work with other members of the team as needed.

Job Responsibilities

- Support all MEAL initiatives for assigned grant(s)/project(s) including monitoring data quality, tracking the progress of activities, and contributing to staff capacity building initiatives as necessary.
- Support Project Coordinator, Manager-MEAL of CHDP, Tearfund and **LAMB** in creating a framework and procedures for the monitoring and evaluation of project activities.

- Support the Project Coordinator, Manager-MEAL, Tearfund and **LAMB** in defining and implementing the key project key performance indicators (KPI) as well as monitoring them throughout the duration of the projects.
- Assist the Project Coordinator in proposing strategies to increase data use and demand amongst Program staff.
- Assist Program staff and the project Coordinator in clarifying project information needs.
- Support project/program staff on ways to properly document, organize and capture program progress.
- Draft tools and their revisions as well as data collection procedures under the supervision of the Project Coordinator, Manager-MEAL and MIS of **LAMB** (e.g. PMF or Logical framework, project performance tracking, indicators, data flow chart, M&E manuals)
- Support the Project Coordinator, Manager-MEAL, Tearfund and **LAMB** in reviewing the performance of existing management information systems to help identify potential modifications or resources.
- Operate web based M&E tracking system.
- Keep well-informed of developments in grant/program changes and progress in order to advise and recommend tools and strategies to increase program performances and results.
- Suggest ways to facilitate data collection and the flow of data within Program field teams by using tab and KOBO online system.
- Identify strengths and weaknesses in existing data collection and management systems and propose solutions along with the Project Coordinator.
- Perform regular field visits to ensure the quality of data collected by Programs and to verify the accuracy of reported data.
- Analyze changes and patterns in KPI data and performance reports in order to support Program staff and/or the Project Coordinator.
- Support the Project Coordinator to ensure that donor, partner, and Senior Management data queries are addressed in an accurate and timely manner.
- Support and participate in program and project evaluations.
- Confidential data management of complaint and feedback mechanism.
- Support Project Coordinator in reviewing donor reports to ensure high quality reports are submitted on time for this grant/program.
- Assist Program Development/Grants Management in establishing log frames, MEAL work plans, and targets during the drafting donor project proposals as well as throughout project implementation
- Review and analyze weekly/monthly/quarterly reports with the Project Manager to identify the causes of potential bottlenecks in project implementation and to enhance quality of reporting.

- Keep all kinds of documents and capture learning.
- Maintain confidentiality of sensitive data security.
- Ensure prayer at beginning of daily work, before meeting, workshop, seminar & trainings.
- Ensure spiritual concepts & holistic approach in communication, service delivery, administration and resolution of conflicts.
- Ensure religious values and organizational values of staffs.
- Comply with Tearfund & **LAMB** policies and practices with respect to child protection, health and safety, equal opportunity and other relevant policies and procedures.
- Disseminate & practice organizational practices, values, policies and objectives towards Union & Upazila staffs.

Employment Status

Contractual

Workplace

- Work at office

Educational Requirements

- Master's degree pass but Master's in social science (Economics/Statistics) will be given preference.

Experience Requirements

- At least 5 year(s)

Additional Requirements

- Age 30 to 45 years
- Both males and females are allowed to apply
- Should have 5 years' experience in the relevant field.
- Must have wide knowledge in M&E system, monitoring and evaluation process.
- Experience in dealing online based data management system. Ability to produce quality report by analyzing quantitative and qualitative data. Training in conduction FGD, LGD, PRA, baseline, evaluation, KII, LQAS is preferable.
- Able to drive motorcycle with full valid motorcycle driving license.

Job Location

Kurigram (Nageshwari)

Salary

Tk. 37000 (Monthly)

Compensation & Other Benefits

- Provident fund
- Festival Bonus: 1

Job Source

LAMB Website career opportunity: [Bangladesh Job Circulars — LAMB Bangladesh (lambproject.org)](lambproject.org)

Bdjobs.com Online Job Posting.

Qualified Candidates are requested to apply with a cover letter along with an updated CV (mentioning two references' names) and a recent passport-size photograph to the HR Department, LAMB, P.O. Parbatipur, Dinajpur-5250, Bangladesh
Please mention the position name on top of the envelope or with the subject line of the email.
N.B. Only shortlisted candidates will be notified. Any kind of persuasion will be considered as disqualified. "At LAMB we are committed to zero tolerance of the abuse of exploitation of Children and Vulnerable Adults". Potential women candidates are strongly encouraged to apply. LAMB authority holds the right to accept or reject any or all applications without giving any reasons. Age is flexible for experience candidates.

Applicants are encouraged to submit **Video Resume.**

Learn more about video resume

*Photograph must be enclosed with the resume.

Application Deadline: 21 Jun 2023

Apply Procedures

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