Name of Organization: National Development Programme (NDP)

Name of Post: MIS & Documentation Officer

Job Context: National Development Programme (NDP) is going to implement a sub-project titled 'Promoting Resilient Green Growth in Dairy Sub-sector through ensuring RECP' as a part of the 'Sustainable Microenterprise and Resilient Transformation (SMART)' project. This sub-project aims to increase resource-efficient and resilient green growth of microenterprises (MEs) under Loom sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and National Development Programme (NDP).

Sub-project Objectives

1. To adopt resource efficient, cleaner production and good farming practices.
2. To adopt climate resilient technologies.
3. To promote circular economy.
4. To increase technical knowledge and capacity of the MEs.
5. Promotion of branding opportunities for dairy MEs.

No of Vacancies: 1

Responsibilities/Tasks:

The 'MIS and Documentation Officer' will work under the direct supervision of the Project Manager and will undertake following duties and responsibilities, which are essential but not limited to:

Monitoring, Data Collection and Record Keeping
- Ensure that the baseline study and final evaluation of the sub-project level is completed smoothly and effectively;   - Monitor the implementation of project-level activities by visiting the fieldsfrequently;   - Conduct field-level and real-time data collection maintaining consistent data collection standards/guidelines and/or protocols;   - Ensure proper record keeping of data and provide required support to team members during Resource-Efficient and Cleaner Production (RECP) screening/profiling and filling up the MIS reporting templates/forms;   - Proper archiving/preservation of collected data to meet the periodic data needs;
Data Verification, Entry and Cleaning
- Verify the authenticity and validity of the collected data by cross-checking with other records and re-visiting project participants;   - Implement the real-time data collection using tab/mobile applications;   - Input verified data into relevant databases or software systems;   - Perform data cleaning to remove duplications, errors, or inconsistencies;   - Ensure that the integrity of data is maintained throughout the entry process;
MIS Reporting and Documentation
- Maintain organized and accessible records of all data and activities;   - Assist Project Manager to prepare monthly/quarterly/yearly project progress report;   - Document and inform the team members on the anticipated procedural challenges and changes regarding data management;   - Ensure that all the documentations are up-to-date and wellaligned with organizational policies,

	regulations and guidelines;
	● Capture key lessons, document best practices and case stories;
	● Assist in-house teams or consultants to prepare video documentaries, booklets, brochures, posters, banners, etc.
Other Responsibilities	
	● Maintain liaison and coordination with PKSF regarding monitoring, evaluation, reporting, and documentation as well asmakeextensive field visitson a regular basis;
	● Any other tasks, duties, or specific tasks assigned by the Project Manager and senior management of the National Development Programme (NDP).

Educational Requirement: The incumbent should possess Bachelor (Hons.) and Master's degree in Social Science/Development Studies/Statistics from a UGC-approved university.

Experience Requirement:
- The candidate shouldhave a minimum of three (3) years of work experience in monitoring and evaluation/MIS and documentation in a development organization that works in Bangladesh.
- Candidate having relevant experience of working in donor-funded projects would be preferred.
- Experience of working in enterprise development related projects will be an added advantage.

Age: Maximum 35years of age on the last date of application.

Additional Job Requirements:
- Strong technical knowledge in reporting through online-based management information system;
- Excellent competencyin working with MS Office packages;
- Excellent competency in performing data collection using paperless technologies like Open Data Kits/KoboToolbox;
- Strong analytical capacity using SPSS/STATA would be and added advantage;
- Good interpersonal and communication skills.

Salary Range:
- Monthly consolidated salary is BDT 50,000/-
- Other admissible benefits (Festival Bonus, Bangla Noboborsho allowance, Mobile allowance, etc.) as per the organization's policy.
- Salary and other admissible benefits (if any) are inclusive of all taxes as imposed by the government of Bangladesh. Taxes will be deducted at sources as per government rules.

Job Location: Sirajgaj and Pabna districts.

Job Duration: The employee will initially be hired for a one-year term, with the possibility of extending the contract till 30 June 2028, based on satisfactory performance.

Applying instruction: Candidates are requested to send the CV with a cover letter to career@ndpbd.org on or before 13 October 2024 or requested to send the CV with a cover letter along with 2 passport size color photograph, copies of educational and experience certificates, relevant documents, national ID card, certificate of nationality from Pourasava/UP and others to the to the Assistant Director (HR & Admin), National Development Programme (NDP), Kazi Motiar Rahman Road, Masumpur, Sirajganj or P.O. Box No. 2 on or before 13 October 2024. Please clearly state the name of the position applied for on the top of the envelope.

The abusers of children, adolescent, youth, women, aged people, person with disability and people with ethnic community need not apply. Women are encouraged to apply; only the short-listed candidates will be called for interview.

Company Information:
National Development Programme-NDP
Address: NDP Bhaban, Bagbari, Upazila-Kamarkhand, District: Sirajgonj
Business: NGO