



## Name of Position: Senior Officer, Monitoring and Evaluation (M&E)

Number of Vacancy: 01

Nature of Job: Fixed-Term Contractual Staff (Core position)

Job Location: UCEP Head Office, Dhaka

Application Deadline: July 23, 2024

**UCEP Bangladesh**, a leading non-governmental organization, founded by New Zealand philanthropist Mr. Lindsey Allan Cheyne in 1972 has been playing significant role in shaping the lives of thousands of underprivileged children and youth across the country since 1972. With the motto "Help to learn, Skills to Earn", UCEP Bangladesh provides Life Skills Technical Education, Technical and Vocational Education & Training (TVET), Skills Development and Decent Employment opportunities to underprivileged, women, youth, PWDs and indigenous people. Annually, around 35,000 students are educated by vocational training and technical education through our 36 Technical schools, 10 TVET Institutes and 04 polytechnics.

UCEP Bangladesh has been working in all 08 divisions in Bangladesh through its 08 regions including Dhaka (North & South), Gazipur, Chattogram, Sylhet, Rajshahi, Rangpur, Khulna, Barishal, Patuakhali, Cox's Bazar.

**Job Purpose :** To develop and implement a Results-Based Monitoring and Evaluation Framework for UCEP Bangladesh and its affiliated entities, ensuring alignment with UCEP Bangladesh's values, vision, mission, goals, and relevant national laws.

To contribute to the development and implementation of the UCEP Program Management Information System (UPMIS) and establish effective interventions for organizational learning and development through research, innovation, and technology for UCEP Bangladesh and its affiliated entities (UTI, UIST, USC, etc.), in line with UCEP Bangladesh's values, vision, mission, goals, and relevant national laws.

### Job Responsibilities:

- Prepare and update M&E Plan, M&E Tools, IPTT, and M&E activity plans with the collaboration of MERL team.
- To ensure appropriate monitoring and evaluation of UCEP Bangladesh's programmes in line with organizational vision, mission, values, and goals with UCEP Bangladesh's Theory of Change and support management in this regard.
- To contribute to developing and implementing a Result Based Monitoring and Evaluation Framework, related UPMIS and other necessary tools considering UCEP Bangladesh's Theory of Change.
- Regularly conduct field visits to monitor program implementation and quality, including donor-funded projects, as outlined in the M&E annual operational plan.
- To contribute to ensuring the necessary alignment of UCEP Bangladesh's organizational and programmatic documents (e.g. UCEP Strategies, Project Documents including Logical Framework, Project Proposals etc.) and support the MERL team and other relevant departments.
- Ensure indicators are aligned to program activities and strategies and reasonable targets are set for the project to achieve.
- To assist in introducing necessary technology-based tools (KOBO, PowerBi, GIS) for ensuring an effective and efficient real-time data-driven M&E system and develop capacity of relevant staff.
- To assist project-specific dashboard development and regular updates for project implementation or review meetings.
- To contribute developing systems for Big Data Management including acquisition, data analysis, data quality assessments and reporting for development of key organizational and programmatic documents (e.g. Annual





Report, Monthly Monitoring Report, Budgets, Project Documents, Donor Reports, UCEP Bangladesh's websites, social media, e-newsletter etc.).

- To coordinate with other departments and project team for timely development of M&E reports, share feedback and assist in orienting and developing capacity of relevant staff at central and regional levels.
- To maintain strict confidentiality of information, documents and other internal and external communications.
- To carry out any other relevant tasks assigned by the UCEP authority as and when necessary.

**Safeguarding:** UCEP Bangladesh is dedicated to creating a safe and respectful work environment, free from any form of misconduct such as sexual harassment, exploitation, abuse, lack of integrity, and financial impropriety. It is imperative that our staff actively safeguard the well-being of children, young individuals, and adults consistently. We require all team members and volunteers to uphold this commitment by our Code of Conduct and PSEAH policies. We place utmost importance on recruiting individuals who wholeheartedly embrace and exemplify this dedication in their work with us.

#### **Essential Requirements:**

- Masters in Statistics/Development Studies/Anthropology/Sociology or relevant subject in social science.
- Minimum 05 years of relevant professional experience in M&E in a large organization.
- Excellent command of communication skills both in Bangla and English.
- Excellent computer operating skill & conversant with MS Office package and trained in M&E related latest software and tools (like KOBO, MS Power BI, GIS etc).
- Demonstrated experience in the management of M&E systems for a large organization, particularly using tech-based solutions.
- Self-motivated, adaptable and team player.
- Ability and willingness to travel frequently.
- Age limit for the applicant would be 40 years. Management has the right to make exceptions based on qualifications.

**Salary:** Negotiable

**Compensation & Benefits:** Provident Fund (PF), Gratuity, Festival Bonus, Weekly 02 Holidays etc.

***\*\*\*Applications without requisite qualifications and experience will not be considered.***

## Apply Procedure

Interested candidates should apply to <https://jobs.ucepbd.org> on or before **July 23, 2024**. Only short-listed candidates would be contacted and may be requested for more information. The authority reserves the right to accept/reject any or all applications without assigning any reason whatsoever. Direct application to any UCEP Bangladesh staffs, any communication in regard to the application or any attempt to influence the process will immediately disqualify candidacy. UCEP Bangladesh is actively trying to increase equity and gender parity in the organization. Therefore, qualified women and candidates from disadvantaged backgrounds including Persons with Disabilities (PWDs) are especially encouraged to apply. The compulsory age of retirement is 60 years.

