



Rights Jessore

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Mahima Mahal, 119/2, Ghope, Jashore

Vacancy Announcement for RJ-Ashshash II Project

Project Background

Rights Jessore is a leading human rights organization in Bangladesh dedicated to protection and promotion of human rights, prevention of human trafficking and providing service to the victims of human trafficking. Since 1991, Rights Jessore has been working for providing supports to victim rescue, repatriation, reintegration and rehabilitation.

"ASHSHASH (Phase-II) is a project of WINROCK International which is implemented by Rights Jessore through a partnership agreement. The Ashshash (Phase-II) is funded by the Embassy of Switzerland in Bangladesh through WINROCK International. The main objective of the project is to ensure that "women and men who have escaped trafficking will restore their dignity and well-being and become self-sufficient". The survivors will be provided psychosocial counselling support along with other social services and facilitated opportunities for skill-development and entrepreneurship training. Upon completion of the training survivors will be placed in either wage-based and or self-employment. Furthermore, Ashshash will reach people in the project's working areas; either directly or indirectly, through awareness-raising activities on factors that make people vulnerable to human trafficking, and to ensure the prevention of human trafficking. The four-year-long second phase of Ashshash will provide comprehensive and personalized packages of service-provision to the survivors of human trafficking in Bangladesh. Rights Jessore is looking for suitable candidate for an immediate appointment as well as to prepare a panel list for the different position for ASHSHASH Phase-II project for Jashore district. In this regard, Rights Jessore invites application for a Deputy Manager- Monitoring & Documentation for Jashore district

Position Summary of Deputy Manager- Monitoring & Documentation

Rights Jessore will recruit one Deputy Manager- Monitoring & Documentation for Jashore district and the position will lead, manage, and implement project monitoring and evaluation activities with technical guidance from Winrock International's Field Officer and MERL Manager. S/he will be responsible for providing support to the Ashshash project team to produce quality data and track performance of the program in collaboration and coordination with Winrock International's Ashshash Team. S/he will also be responsible for document lessons learn from ongoing program and project documents management. The Deputy Manager- Monitoring and Documentation will ensure that donor and Winrock International's MERL policies & procedures and M&E requirements throughout the M&E processes. The details of the position including job responsibilities, educational qualification and other qualities /competency required for the above position are given below:

Position Title	Deputy Manager- Monitoring & Documentation
Number of Post	1
Position reports to	Project Manager, Ashshash II, finally Director Program of Rights Jessore
Major Job Description / Responsibility	<ul style="list-style-type: none"> ▪ Establish M&E system for Ashshash Phase II project in line with Winrock International's policies and compliances. ▪ Authorize verification via the victim-identification process to ensure valid and accurate enrolment of the beneficiaries. ▪ Ensure routine monitoring on real time basis and authorize routine data. ▪ Ensure quality monitoring data as per M&E Plan, data flow map, and data quality standards. ▪ Produce regular process monitoring as well as periodic performance monitoring report ▪ Ensure trend analysis of the project progress based on monitoring data to support program team in reporting and evidence-based decision making. ▪ Assist and provide support to the Project Manager with review and development of project reports. ▪ Undertake regular field visits to conduct process monitoring and provide supportive feedback to improve implementation and program quality. ▪ Provide necessary support in conducting baseline, mid-term, final evaluation, assessments, studies, research & periodic data quality assessment. ▪ Ensure beneficiary accountability and feedback-response mechanisms are established, feedback is analyzed and responded accordingly as per feedback & response framework. ▪ Manage Ashshash MIS system and ensure data are entered into the system in a timely manner as per M&E Plan and Data Flow Diagram. ▪ Analyze project data and share progress status with the project team and recommend actionable recommendations. ▪ Identify and document case stories, lessons learned, good practices and project results with the support project staff and technical guidance from Winrock International's Field Officer. ▪ Conduct training and provide continuous support to project as well as frontline staffs on capacity development on M&E, MIS and quality data collection. ▪ Perform any other duties and responsibilities as delegated/assigned by the Ashshash Project Management and organization. ▪ Required Languages: Strong written and oral command in English/Bangle is required.
Job Nature	Full time
Educational Requirements	<ul style="list-style-type: none"> ▪ Master's degree in any discipline preferably Statistics/Social Science / Economics/ Development Studies/Public Administration from a recognized university/institution.

Experience Requirements	<ul style="list-style-type: none"> ▪ Age at most 45 years (Flexible for highly experienced candidates) ▪ Minimum 3 to 5 years of professional experience in the field of Monitoring, Evaluation and Documentation. ▪ Experience using ICT4M&E for program monitoring and implementation, including data collection and management. ▪ Experience in developing and mobile based data collection tools such as Kobo Tool Box, ONA, etc. ▪ Quality report writing experience in English and Bangle ▪ Fluency in English and Bangle required. ▪ Have comprehensive understanding and able to operate web-based MIS. ▪ Data management, analysis and interpretation skills using excel or other popular spreadsheets is a must. ▪ Computer proficiency in Microsoft Word, Excel, MS Access, Power Point and Outlook. ▪ Demonstrated facilitation skills and capacity to organize and conduct workshops/training sessions. ▪ Previous experiences on 'Human Trafficking' projects would be an added advantage. ▪ Self-driven, enthusiastic, and sensible to work with TIP survivors. ▪ Ability to work with minimum supervision.
Job Location	Jashore District
Compensation	Monthly gross salary BDT 30,000 with other admissible benefits as per project support.

Apply Instruction

Interested individuals are requested to send updated CV, cover letter and photograph at applyrj@gmail.com or hard copies of the application can also be sent to the President, Rights Jessore, Mahima Mahal, 119/2, Ghope, Jail Road (by lane) Jessore-7400, Bangladesh.

*Please insert the name of the post applied at the top of the envelop and subject line in the mail.

[Any form of persuasion will be treated disqualification of the candidates]

Application Deadline: December 6, 2023