

## **Vacancy Announcement**

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### **Job Title: M&E Manager – CAP-RES Project**

**Job Description:** International Centre for Climate Change and Development (ICCCAD) is seeking an experienced M&E Manager to join our CAP-RES (Capacity Strengthening of Multi-Actors to Limit Climate Change Impacts and Enhance Resilience) project team in Dhaka. The ideal candidate should have more than 5 years of experience working with national and international NGOs, and a strong background in monitoring and evaluation, capacity building, and a deep understanding of climate change and its impacts on communities.

### **Responsibilities:**

- Develop and implement a monitoring and evaluation (M&E) system for the organization, including data collection and analysis procedures, monitoring indicators, and reporting formats.
- Lead the acquisition and processing of quantitative and qualitative data from various sources to bolster ICCCAD projects monitoring.
- Coordinate with project managers and other staff to ensure that data is collected, analyzed, and reported in a timely and accurate manner.
- Ensure that M&E data is used to inform program and project design, implementation, and evaluation.
- Develop and maintain a database for storing and analyzing M&E data.
- Develop and conduct training on M&E for staff and partners.
- Conduct regular monitoring and evaluations of programs and projects, and provide recommendations for improvement.
- Prepare and disseminate reports on program and project progress, impact, and lessons learned.
- Build and maintain relationships with external partners, including funding agencies, to ensure compliance with donor reporting requirements.
- Lead the development of M&E frameworks, plans, and tools for new projects and initiatives.

### **Requirements:**

- More than 5 years of experience in working with national and international NGOs.
- Strong understanding of climate change and its impacts on communities.
- Strong organizational and time management skills with ability to work independently and in team
- University degree or higher qualification in Social Sciences, Information Management, Development Studies, Statistics or other relevant field with strong analytical components.

- Demonstrated abilities in designing and development of results-based M&E systems, data collection, statistical analysis, and reporting using computer-based packages and databases and capable of showcasing data visualization skills using Power BI/Tableau.
- Advanced computer skills, including Microsoft Suite, mapping software (ArcGIS/QGIS), statistical software packages e.g., SPSS, and any qualitative data analysis software e.g. NVivo or ATLAS.
- Strong English writing and speaking skills.
- Experience in monitoring and evaluation, capacity building, and community mobilization.
- Strong English writing and speaking skills.

**Contract:**

- Initial full time (40 hours/week) contract of 1 year, with the possibility of extension based on performance
- Location: Dhaka, with frequent field visits around the country as per program requirement
- Monthly gross salary and other benefits as per organization policy
- Reporting line: Project Manager

Potential candidates meeting the above requirements are requested to [apply](#) by June 25, 2024. ICCCAD is an equal-opportunity employer and encourages all qualified candidates to apply. Female candidates are strongly encouraged to apply.