



মানবিক সাহায্য সংস্থা (এমএসএস) MANABIK SHAHAJYA SANGSTHA (MSS)

Vacancy Announcement

Manabik Shahajya Sangstha (MSS) is a leading national-level NGO engaged in socio-economic development since 1974 and providing microfinance to over 200,000 people in rural and urban areas with financial support from PKSF, banks, and other financial institutions. MSS intends to recruit for the following position.

Position: Senior Monitoring Officer/ Senior Officer (Monitoring & Reporting)

No. of position: 01

Job Summary: Reporting directly to the President, the incumbent will provide direct support to monitoring & reporting as needed of the president and overall responsibility for communications with the departmental head of the organization. Preparation of management reports and organizational reports, support towards various document preparation, Business case study assessment in line with organizational strategic objectives and business plans, scenario planning and sensitivity analysis, etc.

The ideal individual will have the ability to exercise sound judgment in various situations with strong written and verbal communication both in Bangla & English, organizing skills, and the ability to maintain a realistic balance among multiple priorities. S/he must be able to work under pressure at times to handle various of activities and confidential matters with discretion.

Duties and Responsibilities:

- a) Ensure effective designing, planning, monitoring & reporting as per direction.
- b) Monitor different qualitative and quantitative methods, tools, and strategies for monitoring, evaluation, and research of the activities of the organization as per instruction.
- c) Organize various reports of the overall programs and other projects regularly.
- d) Observe the process and performance of overall activities.
- e) Data analysis and reporting of different need assessments as needed.
- f) Conduct various research activities (including community feedback sessions and satisfaction surveys) and action research/ field survey/ assessment under the Program.
- g) Ensure effective reporting & data achievement according to needs.
- h) Take the lead in collecting data, processing, and analyzing data as per needs.
- i) Archive the data and information (hard copy and electronic copy) as per guidelines.
- j) Share different information and data with the authorities.
- k) Willing and able to travel frequently to any working area of the organization.
- l) Capability in report writing and synopsis writing both in Bangla & English.
- m) Perform any other duties assigned by the Supervisor.

Job Nature: Full time

Educational Requirements: MBA/Master's degree in English, Management, Statistics, or Finance from any reputed University.

Experience Requirements: Minimum 03 years of practical experience in report writing, monitoring, and documentation for higher-level management in a related organization. Experience in INGO/NGO in a similar position will get preference.

Job Requirements

- Age maximum 35 years
- Both males and females can apply.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Should have excellent oral & written communication skills both in English & Bangla.
- Proficiency in computer operation including MS Word, EXCEL, and PowerPoint, Internet.
- Typing skills in Bijoy Bangla is essential.
- Sound knowledge in documentation, facilitation, and reporting.
- Moderate skills in strategic thinking, decision-making, and problem-solving.
- Strong interpersonal skills and the ability to build relationships with relevant stakeholders.
- Should have a sense of professionalism and confidentiality.
- Should be flexible and able to work under pressure to meet deadlines.
- Traveling: Inside Dhaka- Frequently as and when needed. Out of Dhaka- Occasionally.

Job Location: Dhaka

Salary:

- During probation Tk. 35,000-40,000. After confirmation Tk. 40,000-50,000

Compensation & other benefits (After confirmation)

- Contributory provident fund,
- Gratuity,
- Staff welfare fund,
- Two festival bonuses,
- Yearly salary increment
- And other benefits as per the organization's service rule.

Applying Instructions:

Interested candidates are requested to send their **CVs along with a cover letter** (in one MS word/PDF file) addressed to the Executive Director, MSS to: hr@mssbd.org on or before **February 09, 2023**. Please mention the position you applied for in the subject line of the email. **Only short-listed candidates will be called for the selection process.**

MSS is an equal-opportunity employer. Any kind of persuasion will be treated as a disqualification of the candidate. MSS reserves the right to cancel this recruitment process without assigning any reason whatsoever.