

## 02. MIS and Documentation Officer

Vacancy

1

### Job Context

SKS Foundation 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 “**Cattle and Buffalo**” sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and SKS Foundation.

**The Objectives of the project is;**

- To adopt resource efficient, cleaner production and good farming practices.
- To adopt climate resilient technologies.
- To promote circular economy. To increase technical knowledge and capacity of the MEs.
- To assist entrepreneurs in expanding the market for dairy products.

### Job Responsibilities

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 fields frequently;
- 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 well aligned 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 as make extensive field visits on a regular basis; Any other tasks, duties, or specific tasks assigned by the Project Manager and senior management of the SKS Foundation.

**Employment Status:**

- Full-time

**Educational Requirements:**

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

**Experience Requirements:**

- The candidate should have 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.
- Should have Good operating skills in Microsoft Office package;
- Should have excellent communication and report writing skills both in Bangla and English.

**Knowledge and Skills:**

- Strong technical knowledge in reporting through online-based management information system;
- Excellent competency in 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 an added advantage;

- Good interpersonal and communication skills.

**Age Limit:**

- Maximum 40 years of age on the last date of application.

**Salary**

- 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:** Gaibandha District.

**Read Before Apply**

Interested Candidates are requested to apply through online to Deputy Director- HR SKS Foundation, College Road, Uttar Horin Singha, Gaibandha-5700. Applications should reach with detailed CV including contact cell-phone number and two referees. Only short listed candidates will be called for interview. Women's are actively encouraged to apply.

**\*Photograph must be enclosed with the resume.**

**Apply Procedure**

Apply online (<http://www.sks-bd.org/index.php/career>)

**Application Deadline: 30 April 2025**