

Bangladesh Legal Aid & Services Trust (BLAST)

Career Opportunity

BLAST, a leading legal services organisation, is recruiting **Coordinator (Monitoring and Evaluation)** for the **AVCB Project** to assist the Government's Local Government Division (LGD) in field level implementation in 55 Union Parishads in Chittagong & Cox's Bazar Districts. The project is jointly supported by UNDP & the European Commission.

Tasks:

1. Developing and prepare monitoring tools, formats, quantitative and qualitative report, performance indicators/checklists to assess programme activities with time lines and milestones
2. Ensuring coordination and communication with different stakeholders for proper monitoring and evaluation of the project activities,
3. Preparing monthly and yearly monitoring plan for visits to project area up to union level.
4. Tracking and compiling information from the field, and reporting to top management on monitoring of programme activities.
5. Monitoring program activities for conformity with targets and policy guidelines.
6. Oversees, coordinates, monitor and evaluate the performances of all monitoring staff and related activities.
7. Establishing effective monitoring cells or focal points across the organisation.
8. Assess impact process monitoring and gender sensitiveness,
9. Ensure proper case management and preservation of documents
10. Perform any other duty as and when necessary

Qualifications:

- Masters Degree in any discipline
- Minimum 5 years' relevant working experience
- Sound knowledge and understanding of qualitative and quantitative assessment techniques
- Proven experience in interpreting information and report writing
- Strong communication skills
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- Fluent in written and verbal communication in English
- Proficient in MS-Word, excel, power point

Salary and Benefit

- Monthly gross salary Taka 24,774 p/m.
- Two festival bonuses each year after successful completion of six months probation

Project ends on 31 December 2013

Working area:

- Based in Chittagong with frequent visits to selected Upazilla and Unions of Chittagong and Cox's Bazar district.

Application Procedure:

- Apply with a) covering letter, b) C.V c) the names of two professional referees and d) a recent passport size photograph **on or before 28th June 2012** to **Administration**, BLAST, YMCA Development Centre (3rd-5th floor), 1/1 Pioneer Road, Kakrail, Dhaka-1000, or to mail@blast.org.bd marking your envelope or email subject as '**Application – Coordinator, Monitoring and Evaluation of AVCB project**'
- Only short listed candidates will be invited for interview. Any efforts to solicit the organization will result in disqualification.

“BLAST is an Equal Opportunity Employer; Women are encouraged to apply”