



# Vacancy Announcement

Jhanjira Samaj Kallyan Sangstha (JSKS) is a non-government development organization in the north region of Bangladesh. The organisation is seeking a competent candidate for the position under its program “EMPOWER – Elevating Marginalized Populations through Women’s Equity and Representation,” an initiative of Nagorikata: Civic Engagement Fund (CEF) implemented in partnership with GFA Consulting Group.

**Position Title:** Monitoring, Evaluation, Accountability and Learning (MEAL) Specialist

**Number of Position:** 01 (one)

**Location:** Dinajpur Sadar, Birol, Kaharol and Birganj Upazila under Dinajpur district.

**Nature of employment:** Contractual

**Project period:** Up to 17 June, 2027

**Job Summary:**

The MEAL Specialist tracks and assesses project progress, designing monitoring, evaluation, accountability and learning frameworks and data collection tools. S/he ensures accountability through feedback mechanisms, generate reports, and provide insights to improve implementation. The position also ensures alignment with fostering a culture of learning to enhance project outcomes and sustainability.

JSKS is a non-government development organization in the North region of Bangladesh. The main focusing area of work is promoting rights and protection, inclusive governance and social cohesion, gender equality and humanitarian response & building community resilience. JSKS is implementing a Project “EMPOWER-Elevating Marginalized Populations through Women's Equity and Representation” with the support of the Nagorikata-Civic Engagement Fund (CEF). The MEAL Specialist will be responsible for developing MEAL frameworks, collecting and analyzing data, developing various tools, assessing project impact, preparing reports, ensuring data quality, training project staff, facilitating stakeholder engagement, and providing insights for decision-making to enhance project effectiveness and learning.

**Job Description/Responsibility:**

**Education:**

Master’s degree on Gender Studies, Anthropology, Statistics, Development Studies, or other analytical field is desired.

**Qualification & Experience:**

- Minimum 3 - 5 years of professional experience in Monitoring, Evaluation, Accountability and Learning (MEAL), preferably in projects focusing on gender equality, social inclusion, and the empowerment of marginalized communities, particularly Dalit and Adivasi populations, with experience in rights-based programming, community engagement, and evidence-based reporting in development initiatives.
- Strong English writing/speaking skills is a mandatory requirement for the position.
- Proven skills on MEAL, research and knowledge management in an NGO/ INGO or research institution in field.
- Prior experience of delivering large scale data input & Dashboard management.
- Proven track of quantitative & qualitative monitoring learning, review and evaluation, including setting of indicators and collection, analysis and presentation of data relating to project work.
- Good knowledge of software packages, especially statistical packages

**Reporting to:** Project Manager

**Salary & Benefits:** The salary package is monthly BDT 45,000, including all admissible benefits. Yearly festival allowance, increments and other benefits will be provided as per the organization's policy and project allocation.

**Note:**

- JSKS aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, HIV status, class, ethnicity, disability, location and religion.



- Women are particularly encouraged to apply.
- Any personal persuasion/phone-call will result in disqualification of candidature. We guarantee an interview to disabled candidates who meet the essential criteria.
- JSKS has a non-negotiable policy of ZERO TOLERANCE towards discrimination, harassment and abuse. All employees are expected to abide by the Safeguarding, Gender Policy, Child Protection Policy and PSHEA Policy of JSKS.
- Internal and external applicants shall be treated equally in the entire selection process.
- There is no cost involved with applying for positions with JSKS. Any solicitation of job application costs should be regarded as fraudulent.
- Only short-listed candidates will be called for test and interview.

**Method of Application:**

Candidates with the required qualifications can apply through email by mentioning the Job Position of vacancy announcement in the subject line to: [jsks.jobs@gmail.com](mailto:jsks.jobs@gmail.com) with the following documents **or Post/drop in the box:** (To, Executive Director, Jhanjira Samaj Kallyan Sangstha (JSKS), Post Office-Jhanjira Hat, Upazila-Dinajpur Sadar, District-Dinajpur on before **April 14,2026**.

- **Job Application Form-JSKS 2026 with cover letter** [https://docs.google.com/document/d/1Uqsl200kU-li-ZyiVFOehe\\_if7Co\\_zpB/edit?usp=drive\\_link&oid=112541495220180474061&rtpof=true&sd=true](https://docs.google.com/document/d/1Uqsl200kU-li-ZyiVFOehe_if7Co_zpB/edit?usp=drive_link&oid=112541495220180474061&rtpof=true&sd=true)  
**or**
- **CV with cover letter**

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a general rule, candidates who have not properly submitted their application with the required documents will be excluded from consideration.

**Disclaimer:**

JSKS follows an equal opportunity policy and actively encourages diversity welcoming applications from all especially women and persons with disabled. All employment decisions are based on the business needs, job requirements, and suitability of the candidate. JSKS strictly follows the Safeguarding Policy, Code of Conduct and PSHEA Policy to ensure the maximum protection of program participants from exploitation, and to clarify the responsibilities of JSKS staffs, consultants, visitors and the standards of behavior expected from them. So JSKS discourage to apply those persons who are involved any abusive activities. Any form of persuasion in the selection process will automatically disqualify the candidacy.

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