< Job List

BRAC Insight

Senior Officer, MEAL, HCMP

Application Deadline : 02 Dec 2026

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Vacancy: --
Salary: Negotiable
Age: At least 18 years
Experience: At least 2 years
Location: Cox`s Bazar (Teknaf, Ukhi...
Published: 22 Nov 2026

PRO Application Insights View

Requirements

Education

- Bachelor/Honors
- Masters/Bachelor in any relevant subject from any reputed public/private university.

Experience

- At least 2 years
- The applicants should have experience in the following business area(s): Development Agency, NGO

Additional Requirements

- Age At least 18 years
- Sound knowledge of data collection techniques, sampling methodologies, and monitoring concepts, with proficiency in MS Office (Word, Excel, PowerPoint), internet applications, and tablet-based digital data entry.
- Familiarity with Bangladesh's social enterprise, health, and education sectors, with prior experience in humanitarian contexts considered a strong advantage.
- Strong verbal communication and English writing abilities, paired with a collaborative, amiable, and culturally adaptable approach to teamwork.
- Self-motivated and results-oriented professional capable of meeting tight deadlines while upholding strong ethics, integrity, and respect for BRAC values.
- Willingness and ability to travel extensively to any location across Bangladesh as required by project needs.

Responsibilities & Context

BRAC is an international development organisation founded in Bangladesh in 1972 that partners globally with over 100 million people living with inequality and poverty to create opportunities to realise their potential.
The Sr. Officer, MEAL is responsible for monitoring and evaluation of BRAC Humanitarian Crisis Management Program (HCMP). The person will be responsible and accountable for developing monitoring and evaluation system as per HCMP sector requirement and guideline. S/he is responsible for assisting HCMP sectors for monitoring and evaluation of the program, share and discuss to ensure effective and continuous improvement of the program and support HCMP to improve learning.

MAJOR RESPONSIBILITIES:

- Assist in developing appropriate methodology, sampling, data collection plan, data collection tools for results monitoring.
- Assist in data collection training and orientations

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- Assist in data collection training and orientations
- Plan and conduct data collection on the field following the set guidelines for survey, focusing on data quality
- Work closely with HCMP project team to implement MEAL activities at the field
- Collect data as per questionnaires designed in Open Data Kit (ODK) Software/ KoBo Toolbox by using smart phone or tab, and review and submit to server within timeline
- Keep summary on monitoring findings through prescribed format and immediately share with the concerned sector staff of the visited project of HCMP
- Look for additional observations, check on the quality of questions etc. and provide feedback to Manager MEAL, HCMP
- Conduct MEAL findings sharing session at the field level with respective sector team.
- Develop capacity of sector team at the field to implement proper feedback and response mechanism for participants
- Carry out regular field visits to capture and document learnings of sectors and ensure proper dissemination at the field level
- Complete any other MEAL related activities assigned by Manager MEAL, HCMP
- Practice, promote, encourage, and endorse the safeguarding policy and implementation standards among team members in case of any reportable incident, and encourage others to do so

Safeguarding:

- Ensure the safety of Programme Participants, people who come into contact with the organisation and team members from any harm, abuse, neglect, harassment and exploitation including sexual exploitation and abuse (SEA) to achieve the programme`s goals of safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place and encourage others to do so.

Skills & Expertise

Implementation of MEAL | Monitoring and Evaluation

Other Relevant Skills

Accountability and Safeguarding | Capacity Development | Learning and Development | Quality assurance and control | quantitative analysis | Quantitative orientation

Compensation & Other Benefits

- Mobile bill
- Weekly 2 holidays
- Festival Bonus
- Health & Life Insurance
- Paternity/ Maternity leave
- Others as per Organisation policy

Workplace

Work at office

Employment Status

Contractual

Job Location

Cox`s Bazar (Teknaf, Ukhia)

Read Before Apply

BRAC believes that everyone we work with including our staff, programme participants, partners, and the communities have the right to be

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BRAC believes that everyone we work with including our staff, programme participants, partners, and the communities have the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation including sexual exploitation and abuse (SEA). We uphold human dignity and inclusion for all, regardless of age, race, religion, gender, disability, ethnic origin, or socio-economic condition. We are an equal opportunity employer. We especially encourage those who have shown resilience-who have faced personal struggles, bounced back, and kept pushing forward-to apply.

BRAC does not charge any fees at any stage of the recruitment process.

This position is open for Bangladeshi nationals only

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