

Monitoring & Documentation Officer

SKS Foundation

Vacancy

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Job Context

SKS Foundation in partnership with ANDHERI HILFE, Germany and Co-Finance by BMZ is going to implement **Local Adaptation for Resilience Building (LARB) to Flood Affected Communities in Gaibandha** Project. Following positions will be recruited for implementing the project's interventions:

Job Responsibilities

- Coordinate implementation of monitoring, documentation activities and assist to the project staff,
- Will develop required tools for field monitoring, data and information collection and documentation.
- Monitoring and follow-up of field activities on a regular basis and provide feedback to the management,
- Data compilation, management and analysis, Coordinate, facilitate all sorts of survey, study etc.
- Will be responsible for preparing relevant reports for submission to ANDHERI HILFE, Germany,
- S/he will ensure coordination with community, relevant stakeholders

Employment Status

Full-time

Educational Requirements

- Master's/Bachelor. Degree in Economics, Statistics, Development Studies, Agriculture or Social Sciences will be given preference.

Experience:

- 5 to 7 year(s)

Age: At most 40 years. Age may be relaxed for highly experienced Candidates.

Additional Requirements

- Knowledge on result matrix, process monitoring, baseline-end line studies, database management, report writing in English, case study preparation is needed.
- Proficiency in MS Office applications, particularly Word, Excel and PowerPoint.
- Good communication skills and experience to work with local government.

Job Location

Gaibandha

Salary

- Salary BDT. 36,500- 38,896 (Monthly)
- Others benefits will be as per Organization policy and budget provision.

Compensation & other benefits

- T/A, Mobile bill, Weekly 2 holidays

Read Before Apply

Interested candidates are requested to send their application along with Curriculum Vitae (pdf copy) with two referees to hr@sks-bd.org or recruitment.skshr@gmail.com by **15 September 2026**. Only short-listed candidates will be called for interview. Women are especially encouraged to apply.

