



Zabarang Kalyan Samity

Our vision is for an educated society that is free from poverty, equal in justice, capable in activities, secure and empowered in every state of life

“Access to and Utilization of Lifesaving Services by Marginalized Communities in Chittagong Hill Tracts in Bangladesh” Project

Vacancy Announcement

Published Date: 27 February 2026

Submission Deadline: 05 March 2026, 4:30 PM

Zabarang, a local NGO based in Khagrachhari Hill District, invites applications from qualified candidates for the following positions under the above-mentioned project, supported by **Helen Keller International**. The project aims to improve the nutritional status, health resilience, and overall well-being of vulnerable children under five and their households in the Chittagong Hill Tracts through integrated Nutrition, Food Security, and WASH interventions. Recruitment is subject to final approval and agreement between Helen Keller International and Zabarang.

Name of Position: MEAL Officer (Monitoring, Evaluation, Accountability & Learning)

Number of Position: 01 (One)

Duty Station: Khagrachhari with frequent travel to project sites

Duration of contract: 8 Months

Salary and Benefit: As per project allocated salary and Other Admissible benefit.

Reports to: Project Coordinator and MEAL focal person of Helen Keller Intl’

Supervise: None

Job Summary

The **MEAL Officer** will support the implementation of the project’s Monitoring, Evaluation, Accountability, and Learning (MEAL) system to ensure the effective tracking of results, learning, and accountability across the project “**Access to and Utilization of Lifesaving Services by Marginalized Communities in Chittagong Hill Tracts in Bangladesh**” activities.

Reporting to the Project Coordinator of Zabarang and MEAL focal person of Helen Keller Intl’s (if required), the incumbent will be responsible for supporting data collection, management, analysis, reporting, and feedback mechanisms from project sites. The role requires strong collaboration with program and MEAL focal person of Helen Keller Intl’s to ensure quality data, adaptive learning, and compliance with Helen Keller Intl’s MEAL standards.

KEY TASK AND RESPONSIBILITIES

Key Areas of Accountability:

A. Monitoring and Data Management

- Support the implementation of the project’s MEAL framework and Performance Monitoring Plan (PMP);
- Ensure timely and accurate data collection using approved tools and formats across all interventions — nutrition, WASH, and livelihoods;
- Conduct regular field monitoring visits to verify data quality and ensure adherence to data collection protocols;
- Maintain databases and support data entry, cleaning, validation, and consolidation from district and partner offices;
- Support geo-tagging, beneficiary registration, and tracking of project reach (e.g., 121, 768 screened children, 13,000 with safe water access);
- Prepare monthly and quarterly monitoring summaries for program review.



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B. Evaluation and Learning

- Assist in conducting baseline, midline, and endline surveys and special assessments;
- Support qualitative data collection (FGDs, KIIs, case studies) to capture learning and human-interest stories;
- Document and share lessons learned, success stories, and best practices to inform adaptive management;
- Contribute to learning reviews, data visualization, and presentations for internal and external stakeholders;

C. Accountability

- Support establishment and maintenance of community feedback and response mechanisms (CFRM);
- Track and document complaints, feedback, and responses to ensure accountability to affected populations;
- Work with community groups and staff to promote transparency and participation in program activities;
- Ensure gender and inclusion considerations in all MEAL processes;

D. Field Coordination and Capacity Strengthening

- Support capacity-building initiatives for field level staff on data collection, indicator tracking, and reporting;
- Coordinate with HKI focal points and technical partners to ensure consistent MEAL system application and data harmonization;
- Provide hands-on mentoring to field-level data collectors and coordinate with HKI M&E focal persons;
- Contribute to joint monitoring visits.

E. Reporting and Documentation

- Assist in preparing high-quality monthly, quarterly, and annual MEAL reports;
- Ensure timely submission of field-level data and consolidation into project-level reporting formats;
- Support the MEAL Coordinator/ MEAL focal person of HKI in data visualization (dashboards, charts, infographics) for project management and donor reporting;
- Ensure systematic documentation and archiving of MEAL records and evidence;

QUALIFICATIONS AND EXPERIENCE:

ESSENTIAL

Education: Master's degree in Statistics, Social Science, Development Studies, or any related field.

Experience: 5 years experience in any development projects and minimum 2 years of experience in monitoring and evaluation, preferably in the NGO sector.

Technical Skills: Proficiency in data analysis software (e.g., Excel, SPSS, STATA) and mobile data collection tools (e.g., ODK, ONA/KoboToolbox).

Soft Skills: Pro-Active, Result Oriented, Strong analytical, communication, and report-writing skills.

Knowledge: Sound knowledge on CHT political, environmental, and social context, nutrition, livelihood and WASH situation and challenges especially in Khagrachhari district and upazilas.



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Skills: Good in report writing, good analytical skill, strategic and innovative approach, highly versatile, ability to work well under pressure and to deal with a variety of issues at the same time. Excellent interpersonal and cross-cultural skill.

Attitudes:

- Works well with teams
- Conscious of child protection issues
- Non-discriminatory and gender sensitive

Interested person, who meet the above requirement, are requested to submit following documents-

- 1) Cover letter and updated CV with 1 copy of recent passport size photograph;
- 2) Photocopy of last academic certificates;
- 3) Experience certificates;
- 4) Copy of NID.

Applicant can also apply through email at info.zabarang@gmail.com, and Cc: info@zabarangbd.org. Only PDF copy will be accepted.

Disclaimer

Only short listed candidates will be called for participation in the interview process. No TA/DA will be provided for attending at the interview. Any persuasion will disqualify the candidate and Zabarang recruitment committee reserves the right to accept, rejects or taking any kinds of decision related to this recruitment.

Eligible female candidates and persons with disability are highly encouraged to apply.

Read Before Apply:

Zabarang is committed to first do no harm to children or adult beneficiaries, to respect the rights of all beneficiaries, and to uphold the best interests of children as a primary consideration in all actions and decisions; accordingly all the recruits will go through specific checks and compliance procedures in accordance to its **Child Protection Policy** and **Safeguarding Policy**. Zabarang has **'zero'** tolerance towards incidents of violence or abuse against children or women or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work.

Please note that:

- Residences Candidates from Khagrachhari Hill District will be given special preference.
- Females and physically challenged Candidates are strongly encouraged to apply.
- Previous Experienced employees with Zabarang Kalyan Samity will get preference.

Interested candidates are requested to submit their Cover Letter, a recent photograph and CV/Resume to the following email address by mentioning the applied position in subject line to the Executive Director, Zabarang Kalyan Samity on or before 5th March 2026, 4:30 PM.

Email address: info.zabarang@gmail.com, and Cc: info@zabarangbd.org or

Hard Copy to: Executive Director, Zabarang Kalyan Samity, Khagrapur, Khagrachhari.


Executive Director
Zabarang Kalyan Samity
Khagrapur, Khagrachhari.