

Database Support Officer

Role Profile

Location	Teknaf, Cox's Bazar, Bangladesh	Department	International
Reports to (Job Title)	Project Manager	Salary Band	F low
Matrix manager (if applicable)	Emergency Coordinator	<u>Competency level</u>	2

Role definition

Role purpose

Christian Aid Bangladesh has been granted the Natural Resources Management Project this year under WFP's Resilience programs in Cox's Bazar. To emphasize a localization strategy, Christian Aid is adopting a partnership approach with Gana Unnayan Kendra (GUK) for this project.

The Database Support Officer will ensure timely implementation of the project works in designated camps and in host communities following the humanitarian principles and sector guidelines and standards. S/he will collect and maintain data for developing regular implementation and monitoring reports and documents. S/he will need to take on challenges to ensure a rapid, effective, and timely response, holding overall responsibility for project achievements and results.

Key outcomes

- Responsible for performing the participants engagement, database management, reporting and MEAL responsibilities of Natural Resources Management project under resilience programs through partnership approach in camps and host areas
- Develop and update project participants database by taking support from GUK
- Coordinate with GUK field staffs for conducting field survey and ensure eligible beneficiary in WFP system.
- Facilitate smooth and timely participants eligibility by coordinating with WFP team.
- Field monitoring and ensure beneficiary screening through MODA system by taking support from GUK
- Ensure smoothly all types of software system operation through close collaboration with WFP/ line manager.



- Confirm Participants Attendance Form (PAF) on each cycle and share with GUK team
- Assist on Cash Distribution process of GUK by updating MODA system.
- Work on CFRM data management and ensuring the feedbacks are well managed through COMPASS
- Contributed in designing M&E related databases.
- Present key data visually.
- Collect required empirical data from the field through GUK and prepare different reports, success stories, case studies, IEC materials and others
- Teamed up with Communication for producing infographics.
- MEAL strategic principles effectively applied in cutting across all Christian Aid's MEAL functions, programs, particularly emergency response programs.
- Provide suggestions (based on data analysis) on improving programme effectiveness which are informed by Christian Aid's strategy and strategic focus areas and strong program of institutional support and strengthening for Partners in place.
- Strong linkages between partner work & MEAL within Bangladesh, developed through positive relations.
- Partner and beneficiary engagement successfully facilitated.
- Any other tasks assigned by line manager

Role agility

Expected national travel per annum Up to 50 days

On call/unsocial hours
Yes, in event of Christian Aid response to humanitarian emergency.

Expected international travel per annum No travel

Surge capacity for emergency responses No

In order to respond to ever changing demands within the environment, Christian Aid operates within an agile framework (both in workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project based working approach the norm. To sustain this system, managers may/will agree further details of specific tasks and duties as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility, and employees may be required to change the focus of their role from time to time.

Role requirements

Relationships



External: Build strong relationships with partners, networks, donors, stakeholders and community beneficiaries.

Internal: Build strong relationship with NRM project staffs, Bangladesh program team and M&E units.

Decision making

Budgetary/savings responsibility No

Make decisions in order to provide technical input and overall implementation of MEAL functions. Day to day decision to ensure partner portfolio projects are running effectively and higher levels decisions on supporting the projects informed by Christian Aid's strategy. Support project proposals development through providing reliable data, facts and case studies. Ensure project proposals are prepared meeting with all reporting requirements. Support identifying policy issues related to emergency response program. Contribute to shaping and implementing MEAL strategy, making sound decisions to support this

Analytical skills

Quantitative (such as SPPSS, MS Excel) and Qualitative data analysis skills required. Skills on quick articulation and precise writing in English are also desirable. Moreover, the post holder is required to develop new ways of doing things to better meet program goals requiring substantial creative or analytical ability.

Developing self and others

Number of Direct reports

1

Overall people management responsibility

No

Make use of the opportunity to develop own skills and career and at the same time help the team to develop their skills through necessary guidance, coaching and mentoring. Ability to take initiatives to be self-motivated and give and receive honest and open feedback. Ability to take initiatives to build the capacity of partner staff

Role related checks

Police Check Basic

Counter terrorism screening Required

Person specification

Applied skills/knowledge and expertise.

Essential

- The post holder should have a first degree in Computer Science Engineering/ social sciences or Degree in mathematics, statistics, biostatistics or closely related other subjects from a reputed institution.



- At least two years' experience of working in humanitarian response with local and/international partner organizations. Direct implementation experience of WFP funded disaster risk reduction project in Teknaf areas is highly desired.
- Strong positive attitude and ability to manage a wide range of issues of complicated procedures
- She/he should have humanitarian response experience in database management and MEAL programming. Familiar of MEAL context in Bangladesh.
- Excellent communication skills.
- Excellent verbal and written fluency in English and Bangla. Working command on Chittagong dialect is preferred

Desirable

- Understanding on emergency response program, preferably in Bangladesh.
- Relevant experience in managing of institutional donor funded programmes (IOM/EC/ WFP etc).

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