



MANUSHER JONNO FOUNDATION

JOB DESCRIPTION

Position Title: MEAL & Documentation Officer

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Organization: Manusher Jonno Foundation (MJF)

Location: Based in Dhaka, Bangladesh, with frequent field visits to working areas; requires extensive travelling including night stays.

Employment Type: Full-Time Contract (18-Month Project Duration)

Salary: 38,500 BDT per month (taxable as per government regulations)

Application Deadline: 23 March 2026

Position Overview

Manusher Jonno Foundation (MJF) invites applications for a MEAL & Documentation Officer to oversee Monitoring, Evaluation, Accountability, and Learning (MEAL) systems, alongside documentation of advocacy and programmatic outcomes in the Ready-Made Garments (RMG) sector. This role ensures robust evidence generation on gender-responsive climate action and just transition, supporting MJF's mission to promote equitable, sustainable RMG practices for women workers amid climate challenges, in line with national strategies and ILO just transition guidelines.

Principal Duties and Responsibilities

- Design and manage MEAL frameworks for RMG projects, developing gender/climate-disaggregated indicators.
- Conduct field monitoring visits
- Lead data collection/analysis using digital tools (e.g., KoBoTool box, Excel), producing 4 quarterly MEAL reports with visualizations on gender-climate impacts
- Document project learnings, success stories, and case studies
- Facilitate accountability mechanisms (e.g., feedback desks at RMG factories).
- Support learning agendas by organizing review workshops/semester, capturing lessons for scale-up.
- Ensure compliance with safeguarding, data protection, and ethical standards in all MEAL/documentation activities.

Required Qualifications and Experience



- Bachelor's or Master's degree in Statistics, Development Studies, Social Sciences, or related field.
- 3+ years in MEAL, research, or documentation roles, preferably in RMG, gender, climate, or nonprofit sectors in Bangladesh.
- Proficiency in MEAL tools, data analysis, and bilingual reporting (Bangla/English).
- Experience with gender/climate indicators and field data collection in industrial settings.
- Strong skills in documentation, storytelling, and stakeholder communication.

Core Competencies

- Technical expertise in quantitative/qualitative MEAL methodologies.
- Commitment to gender justice, climate resilience, and rights-based approaches.
- Precision in data management and adaptability for extensive field travel.

Compensation and Benefits

- Competitive monthly gross salary of 38,500 BDT.
- Performance-based bonus equivalent to 2 basic salaries (calculated on pro-rata basis for the 18-month duration).
- 22 days annual leave, festival bonuses, and adherence to Bangladesh Labour Act provisions.

Application Procedure

Employee's Signature: ----- Date: -----

Supervisor's Signature: ----- Date: -----

Manusher Jonno Foundation is an Equal Opportunity Employer committed to diversity, inclusion, and safeguarding.