



# Coastal Development Partnership

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## Employment Opportunity

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Coastal Development Partnership (CDP) is a not-for-profit, public interest serving progressive development and environmental activist organization, working in Bangladesh. CDP advocates both in the national and international policy debates for people's rights on Climate Change, Food Sovereignty, Sustainable Agriculture, Responsible Aquaculture, Pro-poor Environmental Governance, Nature Conservation, Women Rights & monitoring International Financial Institutions (ADB, World Bank) and UN negotiations.

We have a vacancy for the following contractual position based at Dhaka for the "Strengthening People's Action on Climate Risk Reduction and Energy Efficiency (SPACE)" project funded by Bread for the World-Germany. The project has started in June 2017 and will continue till May 2020 and works in Bagerhat, Barisal, Dhaka, Jhenaidaha and Khulna districts.

**Position:** Monitoring, Documentation and Dissemination Coordinator (1 Position)

**Responsibilities:** Monitoring, Documentation and Dissemination Coordinator will be responsible for followings:

- ✓ Maintain outcome and impact oriented M&E system;
- ✓ Monitor project process, progress and outcome applying both quantitative and qualitative approaches;
- ✓ Prepare and submit monthly, quarterly, half-yearly, annual progress reports and process documents;
- ✓ Provide training to relevant project staff on the M&E;
- ✓ Implement process documentation, communication and dissemination plans of the project;
- ✓ Develop Case Stories;
- ✓ Manage an effective and efficient document retention and archiving system

**Salary:** Tk 22,000.00 to Tk. 25,000.00 (gross)

**Requirements:** Masters in any discipline (preferably Social Science) having at least 3 years' experience in project monitoring in NGO sector. Special preference will be given to female applicants.

**Application Process:** Interested Bangladeshi Nationals fulfilling the aforementioned requirements can send email to [cdp@cdpbd.org](mailto:cdp@cdpbd.org) with a letter of interest, CV mentioning two referees, one passport size photograph addressing the HR Manager, Coastal Development Partnership.

**Application for the post of Monitoring, Documentation and Dissemination Coordinator** must be mentioned in the subject line of email, Hard copy applications will not be accepted.

**Application Deadline:** January 18, 2018.

**Only shortlisted applicants will be called for interview. Any attempt to influence the process of recruitment will result in disqualification. CDP authority holds the right to accept or reject any or all applications without giving any reasons.**