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World Vision Bangladesh

MEAL Officer

Application Deadline : 23 Apr 2026

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Summary

Vacancy: 1	Location: Cox `s Bazar (Ukhia)	Salary: Tk. 45000 - 50000 (Monthly)
Experience: At least 3 years	Published: 19 Apr 2026	

Applicants are encouraged to submit **Video CV**.

PRO Application Insights

View ▾

Requirements

Education

- Masters in social science, Gender Studies, Development Studies, or a related field.

Experience

- At least 3 years
- The applicants should have experience in the following business area(s): NGO

Additional Requirements

- Only Female
- Must be open, communicative, and approachable with mindset
- Proven experience as a team player.
- Effective Conceptual skills & Analytical skills
- Strong organizational skills.
- Excellent English and Bengali skills; Rohingya language is highly preferable
- Demonstrated collaboration & team building skills.
- Proficiency in digital data collection (Kobo/Ona) and IM system development support with MS excel & MS office.
- Experience: 3-5 years of professional experience in MEAL, with significant experience in humanitarian protection programs (GBV, Child Protection, or General Protection).
- Experience with non-profit organization.
- Cross cultural experience
- Required Language(s): Bangla and Rohingya
- Must be able to do multiple tasks and willingness to travel in various locations of BRCR as required

Responsibilities & Context

Position Purpose:

To ensure the quality, accountability, and evidence-based reporting of Protection interventions in the Rohingya response. This role focuses on developing specialized evaluation tools, conduct FGD, managing sectoral data (IPTT), maintain MIS Dashboard and building the capacity of project staff to meet donor and humanitarian standards.

Key Deliverables:

- Generate high-quality MEAL Reports (internal & external) and evidence-based briefs to support the Project Implementation team and meet donor requirements.
- Maintain and update the MEAL Action Plan Tracker and Field Visit Tracker to ensure all monitoring gaps are addressed.
- Maintain the Accountability Tracker and supervise the Accountability Officer to ensure all community feedback is resolved as per BRCR Handbook.
- Coordinate with the MIS team to develop and maintain all necessary Digital Information Management systems and mobile data collection tools.
- Provide daily guidance and task assignment to project team, fostering a synchronized and high-performing team.
- Provide regular updates to the MEAL Manager and offer technical support for project quality and compliance.

Key Responsibilities:

- Donor-Specific Tools: Design and adapt quantitative and qualitative data collection tools (surveys, FGD guides, KIIs) specifically for protection indicators (e.g., GBV, Child Protection) to meet donor requirements.
- Evaluation Management: Lead the technical design for baseline, midline, and endline assessments for protection projects.
- Quality Benchmarks: Develop and monitor quality benchmarks to ensure protection services meet international minimum standards.
- Donor-Specific Tools: Design and adapt quantitative and qualitative data collection tools (surveys, FGD guides, KIIs) specifically for protection indicators (e.g., GBV, Child Protection) to meet donor requirements.
- Evaluation Management: Lead the technical design for baseline, midline, and endline assessments for protection projects.
- Quality Benchmarks: Develop and monitor quality benchmarks to ensure protection services meet international minimum standards.
- Oversee the Accountability Officer to ensure the CFRM is fully functional at all field sites.
- Maintain the Accountability Tracker, ensuring all community feedback is registered and responded to within the 7-day window
- Organize Community Consultation Meetings to ensure participation and inclusion of marginalized groups in project design.
- Ensure that suggestion boxes, hotlines, and help desks are managed according to the BRCR Accountability Handbook.
- Work Plan Review: Review project work plans and M&E plans to ensure monitoring activities are integrated into the project lifecycle.
- Field Monitoring: Conduct regular field visits to verify activity quality and identify gaps, maintaining a comprehensive Field Visit Tracker.
- Facilitate weekly coordination with Component Implementation Leads (Program & Project Managers) to share field findings and ensure data is used for real-time program adjustments.
- Provide the project implementation team with the necessary evidence and data-driven insights to improve service delivery.
- Act as the primary MEAL focal point during project review meetings to discuss "Target vs. Achievement" and upcoming urgencies.

Compensation & Other Benefits

- Provident fund, Mobile bill, Insurance, Gratuity, Weekly 2 holidays
- Festival Bonus: 1

Employment Status

Full Time

Gender

Only females are allowed to apply.

Job Location

Cox`s Bazar (Ukhia)

Apply Procedure

Apply URL:

https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/BRCR---Palong/MEAL-Officer_JR49653

Company Information

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World Vision Bangladesh

Address:

Shanta Western Tower (14th Floor), 186 Bir Uttam Mir Shawkat Sarak (Gulshan-Tejgaon Link Road), Tejgaon, Dhaka- 1208

Website:

<https://www.wvi.org/bangladesh>

Business:

World Vision (WV) is an established international Christian humanitarian development and advocacy organization dedicated for working with children, families and their communities worldwide to reach their fullest potential by tackling the causes of poverty & injustice. It serves all people regardless of religion, race, ethnicity, gender or ability.

World Vision 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 and Adult Safeguarding Policy.

World Vision Bangladesh has zero tolerance towards incidents of violence or abuse against children or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work. World Vision Bangladesh as Child Safe Organization discourages anyone to apply with prior record of conviction related with child neglect, abuse and exploitation.

Women & Persons with Disability are highly encouraged to apply.