

Coordinator - Management Information System

Contract Type: Fixed Term Regular till 31 December 2027 | Job Location: Cox's Bazar | No. of Vacancies: 01



Save the Children invites applications for the above-mentioned position. We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.

The Opportunity

The Coordinator-MIS, Child Protection will be the main focal person to operate the MIS, other ICT applications for monitoring, evaluation and research, and data management across SCI Rohingya Response Child Protection in Emergencies (CPIE) programs. She/he will be primarily responsible for managing and coordinating the collection of data based on various MIS and CPIE templates while ensuring effective operations following ICT strategies/principles. The Coordinator MIS will be responsible for managing Officer - MIS, Child Protection and supervising Assistant - MIS

Child Protection while ensuring regular capacity building of both MIS and CP colleagues in data collection tools and common practices. The Coordinator MIS will work closely with CP Project Managers, Officers, Program Managers, Advisors and Specialists while collaborating with the MEAL team and more specifically, with the MEAL Manager dedicated to CP. The Coordinator MIS will be required to attend meetings and workshops related to data management systems related to CP.

Qualifications and Experience

- Minimum 3 years of working experience in MIS, especially in large-scale data management.
- Good communication skills in English, Bangla and Chittagonian dialect, if possible
- Excellent interpersonal communication skills
- Good analytical skills, especially qualitative analysis
- Very accurate in drafting
- Documentation & filing skills.
- Setting priorities and time management
- Very good command of MS Office
- Knowledge of Bangla typing is preferred.
- Bachelor's degree in Computer Science, Information Technology, Information Systems, Statistics, Economics, or Social Sciences (with a quantitative focus)

The Organisation

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education and child protection. We also campaign and advocate at the highest levels to realise the rights of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and that,
- Violence against children is no longer tolerated.

We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive workplace where ambition, creativity, and integrity are highly valued.

Application Information

Please apply using a cover letter and an up-to-date CV as a single document. Please also include details of your current remuneration and salary expectations.

For a detailed job description and to apply online, please visit:

https://hcri.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/job/16499

Application deadline: May 31, 2026

Only short-listed candidates will be invited for an interview
'Save the Children promotes diversity in its workforce.'

We need to keep children safe, so our selection process reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.