



We are a leading organisation for the implementation of international development projects. We promote inclusive economic, social, and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

#### Background

Swisscontact is an independent Swiss foundation established in 1959, engaged exclusively in international development cooperation. It applies inclusive systems development, a strong learning culture, evidence-based adaptive management, and private sector engagement, with sustainability priorities including gender equality and social inclusion, environmental responsibility, financial capability, and good governance.

Swisscontact is currently implementing the PROGRESS project, funded by the Embassies of Sweden and Switzerland. The project is addressing skills development and ESG compliance needs in the RMG sector in Bangladesh. It supports the RMG factories to skill and upskills their existing workers as well as improve their Environmental, Social, and Governance (ESG) standards.

Swisscontact is inviting applications from development professionals for the position of Manager/Coordinator-Monitoring, Results Measurement (MRM) and Knowledge management for PROGRESS project.

**Name of the position:** Manager/Coordinator-Monitoring, Results Measurement (MRM) and knowledge management (KCM).

**Employment start:** 01 April 2026

**Contract duration:** The contract is initially for six months and may be extended depending on funding availability.

**Number of Position:** 1

**Place of work:** Dhaka, Bangladesh with regular visits to field locations

#### Educational Qualification & Experience:

A bachelor's degree in economics, development Studies, business administration, anthropology, statistics, or any other relevant discipline. Minimum 3-5 years of progressive professional experience in similar role(s) preferably in NGO/INGO/Projects that apply ISD/MSD approach.

#### Essential Functions and Responsibilities

Provide overall support to the Senior Manager, MRM and KCM in developing and integrating KCM strategies and procedures within the project's MRM system and managing the project MRM system.

#### A. Communication & Visibility

- Lead preparation of high-quality communication products (case studies, impact stories etc.) for national and international stakeholders
- Lead in development of project's communication strategy and guide KCM staff in implementation aligned with the Swisscontact's mission.
- Guide KCM staff in producing newsletters, press releases, brochures, reports, and digital content.
- Ensure consistent branding, messaging, and storytelling across all platforms.
- Lead website content management and regular updates for the PROGRESS project.
- Lead development of visual content (photos, videos, infographics) to showcase project impact.

#### B. Knowledge Management & Learning

- Design, maintain, and oversee knowledge management systems and platforms ensuring accessibility and institutional learning.
- Ensure systematic documentation, archiving, and dissemination of knowledge products, research, tools, and learning documents.
- Coordinate and facilitate learning events, knowledge exchange sessions, workshops, and seminars.
- Promote a learning-oriented culture within the project and among stakeholders.

#### C. MRM & MIS

- Manage project MIS through close collaboration among consultancy service provider (CSP) and programme focal and MRM staff for smooth flow of information to and from the MIS
- Contribute to donor and internal reporting, focusing on results communication and learning.

#### D. Capacity Building & Staff Development

- Strengthen staff capacity in results-based communication, including translating data into knowledge products, impact stories, and learning briefs.
- Support stakeholders and staff to adopt and effectively use KM platforms, MIS, and collaboration tools.
- Mentor and provide technical guidance to KCM staff to ensure quality, consistency, and sustainability of KM and communication practices.

#### Other Duties and Responsibilities

The incumbent may be required to perform additional duties beyond the outlined job description as needed. Skills and experience

#### Core Skills

- Strong strategic communication, writing, and storytelling skills for diverse audiences.
- Proven ability to translate data results into compelling knowledge and communication products.
- Experience working in collaborative, multicultural environments with multiple stakeholders.
- Demonstrated sensitivity to gender equality, social inclusion, and disability inclusion in communication and knowledge products.
- Must have superior English and Bangla writing skill.

#### Technical

- Excellent working knowledge of MS Office, Google Workspace, and collaboration platforms
- Hands-on experience with knowledge management systems, document repositories, Content Management System (CMS), and digital publishing tools.
- Experience managing web-based platforms, newsletters, and digital communication channels.
- Familiarity with visual content coordination (working with designers, photographers, videographers).
- Experience in NGO/INGO environments with learning, communication, and systems development approaches (ISD/MSD)

#### Physical Demands

Field visits play a large part in the incumbent's activities; as such, it is expected that the incumbent is willing and able to take part in such activities as and when needed and sometimes within short notice.

#### Working Conditions and Environment

This will be applicable according to the Swisscontact Bangladesh Business Administration Manual.

#### Application details:

Please email your detailed CV along with a cover letter (elaborating your competencies for the position and expected salary) to [bd.progress@swisscontact.org](mailto:bd.progress@swisscontact.org).

Please mention the exact title of the position applied to in the "Application for Manager/Coordinator, MRM and KCM" line of your email. Applications must be submitted on or before **6 March 2026**.

Only short-listed candidates will be contacted for next step of the selection process.

**Swisscontact is an equal opportunity employer.**

For further information please visit

[www.swisscontact.org/bangladesh](http://www.swisscontact.org/bangladesh)