

### **Deputy Manager/ Manager (Monitoring & Evaluation)**

Center for Zakat Management (CZM) is looking for a competent manager who has quality experience in monitoring and evaluation of developmental projects. S/he is required to perform monitoring and evaluation activities related to the implementation different projects from start to finish. The starting gross salary of Deputy Manager is 27,600.00; and Manager is 34,500.00. Skilled candidates are welcome to negotiate for higher salaries. To apply for the position of Deputy Manager, the candidate must have at least 4 years of relevant experience, and to apply for the position of Manager, the candidate must have minimum 6 years of monitoring and evaluation experience in NGOs, developmental organizations, or similar organizations at home or abroad.

<b>Title</b>	Deputy Manager/ Manager (Monitoring & Evaluation)
<b>Reports to</b>	Head of Department
<b>Location</b>	CZM Head Office, Dhaka
<b>Language Required</b>	English, Bangla
<b>Purpose of the Position</b>	The incumbent is required to perform monitoring and evaluation activities related to the implementation, from start to finish, of the projects and programs of CZM for ensuring accountability and efficiency to achieve the program and project goals. The Manager – (M&E) will be responsible for designing and implementing the M&E activities of the Project; assisting the Department Head/Supervisor by developing high quality proposals, Quarterly/Annual reports on project progress, monitoring the project activities on a regular basis, offering recommendations for improvement of implementation mechanisms and researching best practices in M&E, including operational structures and procedures. The Manager - M&E will work closely with departmental head to assess field conditions, support capacity building initiatives, and facilitate the collection of quality data under his departmental head.

<p><b>Duties &amp; Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Develop and strengthen monitoring, inspection and evaluation procedures</li> <li>• Monitor all project activities and progress towards achieving the project output/result;</li> <li>• Develop monitoring and impact indicator for the project success;</li> <li>• Monitor and evaluate overall progress on achievement of results;</li> <li>• Monitor the sustainability of the project's results;</li> <li>• Provide feedback to the CEO on implementation strategies and activities;</li> <li>• Suggest strategies to the Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;</li> <li>• Provide monthly, quarterly, half-yearly and annual progress and other completion reports on all project activities to the CEO through departmental head.</li> <li>• Participate in annual project reviews and planning workshops and assist the General Manager (Program) in preparing relevant reports;</li> <li>• Assist in coordinating across the available components of the Project to ensure effective implementation of M&amp;E/MIS;</li> <li>• Assist the project personnel with M&amp;E tools and in supporting them in their use.</li> <li>• Perform other duties as required;</li> </ul>
<p><b>Qualification &amp; Experience</b></p>	<p><b>Qualification:</b> Master’s degree preferably in Social Science or any relevant disciplines.</p> <p><b>Experience:</b> To apply for the position of Deputy Manager, the candidate must have at least 4 years of relevant experience, and to apply for the position of Manager, the candidate must have minimum 6 years of monitoring and evaluation experience in NGOs, developmental organizations, or similar organizations at home or abroad. Candidates must produce credible references during the meeting/interview as to the claimed experience.</p>

<b>Skills</b>	<ul style="list-style-type: none"> <li>• Proven ICT skills, especially in MS Office, SPSS and Internet</li> <li>• Strong organizational &amp; planning, training &amp; facilitation, time management skill, negotiation, analytical and problem solving skills. Interpersonal and presentation skill;</li> <li>• Fluency in written and spoken Bangla and English.</li> </ul>
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**Salary:** The starting minimum gross salary of a Deputy Manager is 23000.00; and Manager is 34,500.00. Skilled candidates are welcome to negotiate for higher salaries.

**Probation:** There will be a 6-month probation period before the employment contract is made permanent.

**Other benefits:**

Employees are entitled to two yearly festival allowances at 100% of the basic salary. Actual telephone bills are covered up, and there is a group insurance for managerial positions for which the CZM pays the premium. CZM has a performance based annual increment of the salaries. Leave entitlement includes 20 days' earned leave, 10 days' casual leave and 14 days' sick leave.

**Recruitment Process:**

- a. The potential incumbent is required to submit a CV along with a covering letter explaining how s/he fits into the role specification. The applicant should address the CEO and the application should be sent to the following address:

HR Department  
Centre for Zakat Management (CZM)  
205/1A Hashim Tower (6<sup>th</sup> Floor)  
Gulshan-Tejgaon Link Road  
Dhaka 1208

- b. Please clearly specify the position you are applying for – Assistant Manager/ Deputy Manager/ Manager.
- c. Application pack can also be sent via email, to: [shafiqul.islam@czm-bd.org](mailto:shafiqul.islam@czm-bd.org).
- d. The cut-off time for accepting the application is 1700 hours, Friday 21 July 2017.
- e. A telephone interview may be conducted with selected applicants between 11 am and 12:30 pm on 23, 24, and 25 July 2017.
- f. Those who will qualify in the telephone interview will appear for a written test and/or final interviews.
- g. Attempt to influence the recruitment team by external intervention will be regarded as a dis-qualification.