

Senior Officer, MEAL at BRAC

Location: Anywhere in Bangladesh

Date Posted: March 31, 2026

Last Date of Application: April 11, 2026

BRAC is an international development organisation founded in Bangladesh that partners with over 100 million people living with inequality and poverty globally to create sustainable opportunities to realise potential.

Working at BRAC is not like any other job. It is a platform where you can bring about real change for people who need it the most. We are not just dreaming of a better world, we are building it. Join us to find the way.

Job Purpose

The purpose of this role is to support the planning, implementation, and monitoring of programme activities at the field level. The incumbent will ensure the systematic collection, analysis, and reporting of accurate and timely data to strengthen MEAL (Monitoring, Evaluation, Accountability, and Learning) practices. The role will contribute to enhancing programme quality through effective tracking of progress, identifying gaps, and promoting evidence-based decision-making. Additionally, the incumbent will support capacity building of field teams and facilitate learning by documenting best practices and lessons learned to inform programme improvements

Key Responsibilities

- Design data collection methodologies, tools, and sampling strategies to effectively track programme results.
- Plan and execute field-level data collection, ensuring accuracy, quality, and compliance using ODK/KoBo Toolbox.
- Support and strengthen team capacity through trainings, orientations, and feedback mechanisms.
- Collaborate with programme teams to implement MEAL activities and ensure smooth field-level execution.
- Analyse data and share key findings and insights with relevant stakeholders to support decision-making.
- Ensure adherence to safeguarding policies and support a culture of accountability and reporting.
- Perform other MEAL-related tasks as assigned by the Manager, MEAL.

SAFEGUARDING RESPONSIBILITIES

- Ensure the safety of Programme Participants, people who come into contact with the organisation and team members from any harm, abuse, neglect, harassment and exploitation including sexual exploitation and abuse (SEA) to achieve the programme's goals of

safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.

- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place and encourage others to do so.

Additional Job Requirements

- Strong knowledge of data collection, sampling, and monitoring concepts; sector knowledge in social enterprise, health, or education.
- Proficient in MS Office, internet tools, and mobile-based data collection systems (e.g. ODK/KoBo).
- Clear and effective communication skills, both written and verbal.
- Results-oriented, self-motivated, and able to work under tight deadlines.
- Willing to travel across Bangladesh and adapt to diverse field contexts.

Educational Requirements

Bachelor's degree in economics, Statistics, Social Science or relevant disciplines from any recognized university.

Experience Requirements

Minimum of 2 years of experience in relevant field.

Benefits

Festival Bonus, Contributory Provident Fund, Gratuity, Health and Life Insurance, Maternity/ Paternity Leave and others as per policy.