

VACANCY ANNOUNCEMENT

Name of Position: Information Management Assistant (IMA)

Village Education Resource Center (VERC) is a national-level voluntary organization. The organization is registered under the Bureau of NGO Affairs and the Ministry of Social Welfare (Registration Nos. 133 and Dha-02282/89, respectively) and the Microcredit Regulatory Authority (MRA) (Registration No. 01275-00523-00017). VERC is seeking to recruit experienced and hardworking manpower for the following position under the project. “To provide WASH services to the Rohingya refugee population in Camp-8E and 8W in Ukhiya Upazila, Cox's Bazar District,” Supported by UNICEF. Applications are invited from eligible Bangladeshi citizens on an urgent basis.

Key Responsibilities

- The Information Management Assistant Officer will support the WASH project by managing, organizing, analyzing, and reporting project data and information. The position will ensure accurate data collection, documentation, reporting, and information management systems for WASH activities.
- The IMA will supervise the Monitoring and Documentation Officer and ensure timely reporting, data quality assurance, and proper documentation of project achievements, lessons learned, and progress in compliance with donor and organizational guidelines.

A. Program Implementation:

- Ensure accurate and timely data collection from field teams.
- Develop and update data collection tools (BDWASH data, Kobo, Excel, Google Sheets, other survey tools).
- Ensure data quality through regular verification and validation.
- Provide practical training and guidance to data enumerators and supervisors.
- Design clear and simple data collection tools for WASH activities.
- Conduct needs and gap assessments based on collected data.
- Develop WASH dashboards using Power BI, Tableau, or Looker Studio.
- Support preparation of GIS maps and MIS data for WASH sector reporting, HQ reporting, Donor reporting like- 4W, Inform WASH result report, CiC, donor, and internal reports, etc., on a daily, weekly, bi-weekly, monthly, quarterly, and yearly basis.
- Identify relevant secondary data sources and address information management gaps.
- Facilitate timely information sharing between field and project offices.
- Provide emergency information support to management and ensure accuracy and consistency of field data.
- Maintain WASH project databases, trackers, and information systems, including BDWASH updates for UNICEF.
- Ensure data quality through regular verification and validation.
- Manage WASH infrastructure and activity data (WDN, Tubewell, Latrine, FSM, Hygiene, etc.) and prepare data summaries, dashboards, and other information products.

B. Coordination & Communication:

- Coordinate with project participants, Rohingya community members, local leaders, government representatives, and other stakeholders involved in project activities.
- Coordinate and communicate with Field Facilitators, WASH staff, focal points, M&E Officers, DPHE, UNICEF, and other relevant stakeholders, including VERC HQ.
- Collaborate effectively with project team members and other project staff to ensure smooth implementation and information flow."

C. Monitoring & Supervision:

- Support monitoring activities, including WASH inventory assessments, baseline/endline (KAPB) surveys, PDM, and other assessments, ensuring proper use of tools and formats.
- Conduct regular field visits for data verification and track project indicators and targets in line with reported progress.
- Supervise and guide Field Facilitators and enumerators on data collection, reporting, and documentation.
- Review team reports and documentation to ensure accuracy and timely submission.
- Provide capacity-building and technical support to field staff.
- Coordinate closely with the WASH and Monitoring & Documentation sections to ensure smooth project implementation and effective information management.

D. Office Management:

- Maintain all project files, documents, and records in a systematic and organized manner.
- Ensure proper filing of formats, correspondence, reports, and other documents, keeping the filing system up-to-date and orderly.
- Monitor and manage the daily flow of documents and office work to ensure smooth operations.
- Ensure preservation and proper storage of all relevant reports and information for future reference and compliance."

E. Administrative task:

- Maintain good working relationships with colleagues, beneficiaries, and other project stakeholders.
- Respect and follow the PSEA, and safeguarding policy, Child safeguarding policy, Core Humanitarian Standard, code of conduct, decisions and guidance of senior management, and other organizational policies."

F. Reporting and documentation:

- Ensure preparation and timely submission of progress reports on a daily, weekly, bi-weekly, monthly, quarterly, half-yearly, and yearly basis.
- Develop success stories, lessons learned, best practices, and communication materials such as posters, banners, brochures, and social media content.
- Actively assist the Monitoring and Documentation Officer in preparing and submitting all progress reports according to the required schedule."

G. Financial management related task:

- Follow and comply with the financial guidelines and monitoring systems of VERC and UNICEF, as applicable.

H. Visitor face:

- Assist the project team and the Project Manager by providing all types of information support related to visits.
- Prepare, generate, and present relevant information and materials required for visitors and official visits.

I. Others:

- Preserve and maintain necessary photographs, videos, and other visual documentation of project activities.
- Support ad-hoc tasks related to information management as assigned by the Project Manager or M&E Officer.
- Assist in capacity-building and knowledge-sharing initiatives within the team.
- Maintain backup of all critical data, reports, and documents for accountability and record-keeping.
- Ensure adherence to data protection policies and safeguard the safety and privacy of project participants.

Academic Qualification:

- Bachelor's degree in Statistic/URP from a government-approved university.

Working Experience:

- At least three years of full-time experience in a relevant field within the development sector.

Additional Requirements:

- Proficient in the MS Office package.
- Excellent communication skills in both English and Bangla.
- Self-motivated, adaptable, a team player, and passionate about social development work.
- The candidate must possess the ability and willingness to travel frequently.
- The selected candidate will be required to respect and uphold the organization's Child Protection Policy, Prevention of Sexual Exploitation and Abuse (PSEA) Policy, Gender Policy, Code of Conduct, and other organizational policies.
- Women and individuals with special needs are encouraged to apply and will be given preference.
- The VERC authority reserves the right to accept or reject any application without assigning any reason. Only shortlisted candidates will be invited for the examination.

Age:

- Maximum 40 years.

Duty Station: Ukhiya Upazila, Cox's Bazar District.

Salary & Allowances:

Monthly consolidated salary: **BDT 50,000/-** (Fifty thousand) Other admissible benefits will be provided as per organizational policy and project provisions. The salary is inclusive of all applicable taxes; relevant taxes will be deducted at the source as per Government of Bangladesh rules.

How to Apply:

Interested candidates are requested to apply with a complete resume and two references highlighting details of experience and achievements. Applications should include 2 (two) copies of passport-size photographs and copies of other relevant papers, addressed to The Executive Director, Village Education Resource Center (VERC), B-30, Ekhlas Uddin Khan Road, Anandapur, Savar, Dhaka-1340 by 18 April 2026.