



Job Circular

BURO Bangladesh

BURO Bangladesh is inviting applications from qualified, skilled, hardworking, and energetic candidates for the following position under its construction program.

Position Title: Project Monitoring Officer

Grade: 09

Number of Positions: 01 (Full-time)

Workplace: Head Office, Gulshan-2, Dhaka

Key Responsibilities	Educational Qualification	Experience & Skills	Salary & Benefits
<ul style="list-style-type: none">- Manage MIS systems, project data, coding, monitoring, and reporting.-Monitor project activities, progress, targets, and implementation quality.-Conduct frequent field visits to monitor activities and provide support to field teams.-Ensure data quality, validation, documentation, and timely reporting. Prepare monitoring reports, MIS reports, presentations, and project updates. Support training, orientation, and monitoring-related capacity building.-Coordinate government meetings and maintain liaison with relevant stakeholders.-Support administrative and project coordination activities as required.-Work effectively with large community/population-based interventions.	<p>Master's degree in MIS, Computer Science, IT, Statistics, Public Health, Development Studies, or relevant disciplines from a recognized institution.</p>	<ul style="list-style-type: none">-7–10 years of experience in MIS, monitoring, reporting, or project implementation in the NGO/ development sector.-Strong experience in project monitoring, field supervision, reporting, and MIS systems.-Ability to work under pressure and manage frequent field visits.-Experience in government coordination meetings and stakeholder management.-Strong communication, documentation, training, and administrative skills.-Proficiency in Microsoft Office, MIS systems, and reporting tools.Dynamic, proactive, and team-oriented mindset.	<ul style="list-style-type: none">-Attractive salary package (Negotiable).-Festival bonus and other benefits as per organizational policy.Government holidays and TA/DA for official field visits.

Age Limit: Maximum 35 years (Age and educational qualifications may be relaxed for highly qualified candidates)

Interested candidates are requested to email a CV and cover letter to **careers@burobd.org** by **15th June 2026**.

Please mention ““Project Monitoring Officer” in the email subject line.

BURO Bangladesh believes in equal opportunities in recruitment

BURO Bangladesh reserves the right to reject any application or make any decision regarding recruitment, including amending/adding any part of the recruitment conditions.