



JOBS

বিডিজবস-এ প্রকাশিত যেকোনো চাকরি সংক্রান্ত তথ্য নিয়োগকারী প্রতিষ্ঠান কর্তৃক দেওয়া হয়ে থাকে। প্রকাশিত যেকোনো ধরণের চাকরি তথ্য/বিজ্ঞাপন বা নিয়োগ-প্রক্রিয়ার দায়-দায়িত্ব স্ব-স্ব নিয়োগকারী প্রতিষ্ঠানের। এ সংক্রান্ত কোনো অসত্য বা অসম্পূর্ণ তথ্য অথবা আর্থিক লেনদেনের দায় বিডিজবস-এর নয়। চাকরিপ্রার্থীদের এই ব্যাপারে সতর্ক হবার জন্য পরামর্শ দেওয়া হচ্ছে।



in



ENG

**Category:** NGO/Development

## Senior Officer, Research and Knowledge Management

### Disaster Management Watch (DM WATCH)



[View all jobs of this company.](#)

#### Vacancy

4

#### Job Context

- Objective:
- The overall objective of the incumbent of the position would be to help implement the strategic plan of the division Research and Knowledge Management of DM WATCH, by participating and executing the activities of different clusters of the division, with a view to achieving the mission and vision of the organization, keeping in mind its core values.
- The Research and Knowledge Management division of DM WATCH has a team of researchers with multidisciplinary backgrounds. The configuration of the team is balanced with researchers from junior, to mid, to senior level. Moreover, the team members are regularly provided with on-job and specialized trainings. Therefore, you will get a conducive environment for honing your skills and developing yourself under the mentorship of experienced researchers.
- The team is expanding. In addition to conducting research consultancies, the team has been designing and developing its own researches in different sectors and practice areas. Also, it is developing collaboration with renowned international research institutes and universities. Thus, join us to shape your novel ideas and play your part in the society.

- Staying abreast of what is currently going on in the field of your research area
- Reading papers, journals, and books to keep updated on new advances in the research area
- Preparing research proposals, both technical and financial
- Searching for opportunities of international research grants
- Preparing and submitting grant applications
- Administering awarded grants
- Designing experiments and developing research protocols
- Developing indicators and preparing different study tools for collecting primary and secondary data
- Using digital platform (e.g., KoboCollect, ODK) for preparing advanced forms for different data collection
- Conducting studies of different types
- Training and supervising the mobility of enumerators
- Transcribing and/or cleaning data for analysis
- Analyzing data and writing report
- Attending and arranging events such as conference and seminar
- Collaborating with colleagues in multidisciplinary research projects
- Publishing review and original papers in scientific peer reviewed journals

### **Employment Status**

Full-time

### **Educational Requirements**

- Master's degree in any discipline relevant to the practice areas of DM WATCH.

### **Additional Requirements**

- Feel free to apply if you are confident that you have the subsequent skills:
- Intermediate to advanced level slides preparation in presentation program such as MS PowerPoint
- Intermediate to advanced level of MS Word/other word processing software
- Intermediate to advanced level of MS Excel/other spreadsheet software

- Basic to intermediate level of image processing tools such as Adobe Photoshop
- Intermediate to advanced level of statistical software such as SPSS, R, STATA, Python
- Basic to intermediate level of a digital data collection tool such as KoBo/ ODK
- Reference manager such as Mendeley
- Data collection tools preparation
- Field management
- Data quality management
- Quantitative data cleaning and coding
- Qualitative transcript preparation
- Qualitative transcript summarization
- Comprehensive review of documents
- Scholarly literature management such as literature search mechanism and citation style.
- Draft report writing with advanced analysis
- Suitable triangulation of different data
- Intermediate to advanced level of technical writing, including but not limited to, concept note development, proposal writing for funding, triangulation in writing, and concise science writing.
- Research methodology, including, but not limited to, sampling design, measurement and scaling technique, sampling fundamentals, methods of data collection, data processing.
- Descriptive statistics such as Measures of central tendency, measures of dispersion, measures of asymmetry, measures of relationship, standard error, confidence limits.
- Inferential statistics including simple regression analysis, multiple correlation and regression, hypothesis testing, chi-square test, ANOVA, ANCOVA, multivariate analysis, tests for nominal variables, tests for one measurement variable, tests for multiple measurement variables.
- Technical skills specific to your field of interest.
- The candidate, ideally, should-
- Have the love for science and research
- Have a firm willingness to continue the career in the field of research and consultancy

- Have advanced knowledge of research methodology and statistics
- Have proven record of science writing (publication in peer reviewed journals)
- Have willingness to work under academic challenge
- Be humble and open to criticism
- Be always prepared to step out of the comfort zone by learning about new ideas and exploring novel and difficult topics
- Have good communication, negotiation and interpersonal skills
- Have an excellent written and verbal communication skills in Bangla (if Bangladeshi) and English
- Have good organizational and administrative skills
- Be a critical thinker, numerate, curious, independent, excited to learn, flexible, creative, professional, a passionate reader, a dynamic worker, organized and collaborative, and comfortable with new tech.
- Have strong attention to detail, the ability to problem solving, the capacity to lead a team, and the practice of critical analysis

**Job Location**

Anywhere in Bangladesh

**Salary**

Tk. 45000 - 65000 (Monthly)

**Compensation & Other Benefits**

- Mobile bill
- Festival Bonus: 2 (yearly)
- Contributory provident fund
- Life insurance policy
- Salary shield (Insurance)
- Two-day weekend
- Medical leave, annual leave, maternal/paternal leave

**Job Source**

Bdjobs.com Online Job Posting.

**Job Summary**

**Published on:** 28 Aug 2021

**Vacancy:** 4**Employment Status:** Full-time**Job Location:** Anywhere in Bangladesh**Salary:** Tk. 45000 - 65000 (Monthly)**Application Deadline:** 12 Sep 2021

Ads by optAd360

★ Shortlist this job

✉ Share by Email

🖨 Print this job

📄 View all jobs of this company

🚩 Report this Job / Company  
(রিপোর্ট)

এই চাকরির জন্য বিজ্ঞাপন দাতা প্রতিষ্ঠান আপনার কাছ থেকে কোন অর্থ চাইলে অথবা কোন ধরনের ভুল বা বিভ্রান্তিকর তথ্য দিলে অতি সত্বর আমাদেরকে জানান অথবা জবটি রিপোর্ট করুন।

☎ 16479

✉ complain@bdjobs.com

f t in

**Courses from Bdjjobs eLEARNING**

Online Payment is Now Smarter, Easier, Safer



Mastering Your Communication Skills

Ads by optAd360 / **Sessions:** 2 Sessions<https://jobs.bdjjobs.com/jobdetails.asp?id=985678&ln=1>

**Course Duration:** 24 - 25 September 2021

**Total Hours:** 6

**Class Schedule:**Friday & Saturday

> Detail of this course

### Apply Procedure

Only shortlisted candidates will be contacted for interview. DM WATCH reserves the right to accept or reject any application without assigning any reasons whatsoever.

#### Application procedure

If you are interested to be a part of this diversified DM WATCH family, go to our website link, find your desired position, read carefully and apply as suggested. Application in any other mode will not be considered.

<https://www.dmwatch.com/employee-vacancy/>

Application Deadline : **12 Sep 2021**

#### Published On

28 Aug 2021

+ Follow

#### Company Information

Disaster Management Watch (DM WATCH)  
Address : Shatabdi Haque Tower (3rd Floor),  
586/3, Begum Rokeya Sharoni, West Shewrapara,  
Mirpur, Dhaka-1216

Web : <https://dmwatch.com/>

Business : DM WATCH was established in 2013 under the name of Disaster Management Watch. Since its establishment, DM WATCH has been involved in research, consultancy, and training, engaging a group of professionals with diverse backgrounds. Envisioning to contribute to the development of the society and the country as a whole, DM WATCH has been working with various partners from both the public and private sectors.

## About Us

[About Bdjobs.com](#)

[Terms & Conditions](#)

[Accessibility Statement](#)

[International Partners](#) ▼

[Other Partners](#) ▼

[Privacy Policy](#)

[Feedback](#)

[Contact Us](#)

## Job Seekers

[Create Account](#)

[Video Resume](#) new

[My Bdjobs Panel](#)

[List of Features](#)

[Employability Test](#)

[Career Counseling](#)

[Video Guides](#)

[FAQ](#)

## Employers

[Create Account](#)

[Products/Service](#)

[Disability Inclusion Practice](#)

[Post a Job](#)


[FAQ](#)


## Download Employer App




## Tools & Social Media


 [Bdjobs Android App](#)

 Ads by [optAd360](#)

 Bdjobs iOS App

 Facebook

 Google

 Youtube

 LinkedIn

### Download Mobile App



Need any support ? Call to **16479, 09612444888** Our Contact Centre is available from 9 am to 6 pm (Saturday to Thursday).