

About Padakhep

Padakhep, a leading development organization in Bangladesh since 1986, with the legacy of 40 years of driving change, has a network over 750+ offices and a family of more than 11,000+ employees. It has contributed to the transformation of the digital economy and served over 10 million beneficiaries through a holistic development approach: CAPACITY enhancement, Financial CHOICES and market CONNECT. For more details, visit: www.padakhep.org

Manager/Sr. Manager (Monitoring)

Division : Business Strategy & Risk Management
No. of Vacancies : 11
Job Location : Region Office
Employment type : Full Time
Age Range : Maximum 35 years
Salary : BDT 32,000–50,000 per month, based on experience (negotiable)
Other Benefits : Provident Fund, Gratuity, Employee welfare benefits, Insurance benefits (SVS & IP), Festival bonuses, Baisakhi allowance KPI based annual increment, Performance bonus, City allowance and other benefits according to organization policies.



What You'll Do

1. **Monitoring Planning & Execution:** Conduct annual branch monitoring of operations and financial transactions in line with the approved plan and program; hold documented planning meetings with the First Line Supervisor, and revise the program with the supervisor's prior approval.
2. **Stakeholder Engagement:** Conduct formal Entry and Exit Meetings with branch management, supported by signed records and written feedback; liaise with program management on observations, obtain supporting evidence, and issue Special Reports where warranted.
3. **Documentation & Reporting:** Securely maintain monitoring evidence and working papers on OneDrive, including hard and soft copies for high-risk branches; prepare and submit the Monitoring Details, Management, and Compliance Reports on schedule, and support the Monitoring Supervisor in their Finalization.
4. **Follow-up & Continuous Improvement:** Track the resolution of significant observations, identify root causes of irregularities, and support sustainable corrective actions; continuously strengthen expertise in governance, internal control, risk management, and monitoring practices.
5. **Specialized Reviews & Investigations:** Perform physical balancing, OD tracking, policy and loan (CRM) reviews, charge handover verification, Special Rebate and Sokot case reviews, and special investigations.
6. **Financial Data Review:** Review all physical & digital financial documents & records necessary to identify unusual, duplicate, unsupported, or unauthorized transactions; and document exceptions and follow up on corrective actions.
7. **Compliance & Audit Review:** Assess compliance with approved policies, delegated authority, MRA requirements, applicable laws, and donor or partner conditions; review audit trails, control evidence, and adherence to financial procedures; verify the implementation of internal and external audit recommendations and follow up on unresolved findings; evaluate audit readiness; ensure that supporting records are complete, accurate, and readily retrievable; and identify control gaps requiring corrective action.
8. **Business Development Support:** Support implementation of the Business Development Model, assess business expansion at branch, area, and zone levels, conduct market research, and assist in pilot initiatives.

What We're Looking For

Education & Skills

- Master's degree in any discipline from a recognized institution. Candidates who have completed CA (CC) will be given preference.
- Proficiency in Advanced MS Excel, MS Word, PowerPoint.
- Strong analytical, reporting, communication, and stakeholder management skills.
- Excellent command of Bangla & English.

Experience:

- Fresh graduates or up to 5 years of relevant experience

To Apply

Through BDJobs or the Padakhep career portal: career.padakhep.org

Apply within: 31 October, 2026

Scan for Apply

