

Organization	Islamic Relief Bangladesh
Head Office Address	Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, islamicrelief.org.bd
Vacancy Title	Assistant Project Officer (Technical)
Number of Vacancies	3
Working Place	Phulbari, Sylhet/Companiganj, Shyamnagar/Koyra
Nature of Role, Nationality	Project Staff, Bangladeshi National.
Reporting Line Management	Senior Project officer / Project officer (In charge)
Project	Enhancing Resilience of Disaster-Affected Extreme Poor People through Locally Led Adaptation and System Centric Approach (ScaleLLA)
Employment Status	Full time
Project Duration	10.5 months
Monthly Salary	Grade-4, Step-1
Benefits & Allowances	Mobile bill, Tour allowance/Per-diem, Provident fund, Weekly 2 holidays, Insurance coverage (IPD, OPD, Life, DB, CIB), Festival Bonus, Long Service Awards, Leave (Annual, Casual, Sick, TOIL/CTO, Maternity, Paternity) and Gratuity, etc.

Organization History:

Islamic Relief Worldwide (IRW) - founded in 1984 and based in Birmingham, UK - is an independent humanitarian and development organization. It supports the world's most vulnerable people in their fight against poverty & suffering regardless of race, political affiliation, gender, or belief, and without expecting anything in return. It is a signatory to the Code of Conduct for the International Red Cross and Red Crescent Movement.

IRW has a presence in 45 countries across the globe. Some funds of the organization come from individual donations and others from institutional donors such as the DFID, EU, SIDA, CIDA/IDRF, Forum Syd, WFP, UNDP, and ECHO.

Islamic Relief (IR) started working in Bangladesh in 1991 to help the distressed survivors of the devastating cyclone by providing emergency relief and supporting communities to rebuild in the wake of that cyclone. Initially, it focused on emergency relief & disaster preparedness activities. Later on, it expanded its programs on both humanitarian and development challenges. Now it works in an integrated manner combining emergency humanitarian assistance, short-term work opportunities, shelter support, awareness & training on different DRR, climate change, development, health & hygiene and social issues, cash grants, IGA means, health & nutrition, safe water & sanitation, education, advocacy and linkage with different service providers. As a registered charity, IR is open and transparent; it continually assesses its work and operational methods to improve impact and effectiveness. Islamic Relief values and commitment to safeguarding: IRB is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation, abuse, lack of integrity, and financial misconduct; and committed to promoting the welfare of children, young people, adults, and beneficiaries with whom IRB engages. IRB expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records checks. IRW also participates in the Inter-Agency Misconduct Disclosure Scheme.

In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse, and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

Main Duties & Responsibilities:

Objective	Activities	Working & Time Ratio (%)
Project Implementation	<ul style="list-style-type: none"> Responsible for all technical activities of small-scale infrastructure and climate-adaptive engineering at assigned project locations, ensuring compliance with IR principles and Zakat eligibility. Plan, monitor, and supervise WASH and climate change adaptation schemes, guided by Local-Led Adaptation (LLA) frameworks and co-financing mechanisms. Oversee Rainwater Harvesting (RWH) installations at targeted household level, ensuring proper selection of beneficiaries and schemes, validated by relevant authorities. Conduct feasibility studies, site assessments, design, and estimation for assigned schemes; prepare Bill of Quantities (BOQ) and manage contract processes. Ensure No Objection Certificates (NOCs) from relevant stakeholders and maintain quality assurance throughout scheme implementation. Monitor, document, and report expenditures, progress, and scheme completion, ensuring timely submission of final reports. Support preparation of community-level LAPA (Local Adaptation Plan for Action) and Disaster Management (DM) plans, integrating climate-resilient measures. Facilitate co-financing activities in project areas, ensuring proper documentation, fund utilization, and beneficiary tracking. Promote inclusive participation, ensuring gender balance, inclusion of persons with disabilities, elderly, and other vulnerable groups during selection and implementation, per IR guidelines. 	50%

	<ul style="list-style-type: none"> • Implement assigned technical project activities, maintaining alignment with field movement and technical activity plans, approved by supervisors. • Participate in needs assessments, baseline/endline surveys, PDMs, evaluations, and other planned workshops or meetings to support evidence-based programming. • Maintain coordination and cooperation with project teams, stakeholders, and relevant authorities for smooth technical operations. • Engage in community mobilization to raise awareness and strengthen adoption of climate-resilient infrastructure and livelihood interventions. • Ensure project implementation adheres to agreed time, cost, and quality standards to deliver expected outputs and benefits. • Support and enforce Complaints & Feedback Mechanism (CFM), Child Protection, Safeguarding, and Gender Sensitivity, integrating these standards into all technical and field activities. 	
Supervision, Monitoring, reporting	<ul style="list-style-type: none"> • Conduct regular field monitoring of small-scale infrastructure construction, DRR interventions, and LLA/co-financing activities at the local level, ensuring adherence to approved designs, technical standards, and project timelines. • Track progress of all technical activities, including Rainwater Harvesting (RWH) installations, WASH interventions, and climate-adaptive schemes, and promptly report updates to the project focal person or supervisor. • Ensure quality control of materials, workmanship, and implementation, verifying compliance with safety standards, cost efficiency, and project specifications. • Support site inspections, feasibility checks, and technical validations, providing recommendations for corrective actions when necessary. • Maintain accurate monitoring records, photographs, and progress reports to feed into MIS, donor reporting, and decision-making processes. • Coordinate with contractors, community committees (SHGs, Apex Bodies, PICs), and local authorities to resolve technical issues and ensure smooth implementation. • Conduct capacity-building sessions for local stakeholders on basic maintenance, operational standards, and sustainability of installed infrastructure. • Support post-construction monitoring and impact assessment, including performance evaluation of infrastructure and community adoption of climate-resilient practices. • Ensure inclusion of vulnerable groups (women, elderly, PWDs) and compliance with IR safeguarding, gender, and Zakat eligibility principles during all monitoring activities 	10%
Capacity building initiatives for project participants, key stakeholders	<ul style="list-style-type: none"> • Conduct training follow-up, hands-on practical sessions at household (HH) level, and refresher trainings on technical activities, including Rainwater Harvesting (RWH) installation, maintenance, and climate-resilient infrastructure practices. • Provide supportive supervision to subordinate staff, CBO/SHG leaders, and Project Implementation Committee (PIC) members, ensuring they perform routine tasks effectively and maintain the proper functioning of co-financed schemes and community infrastructure. • Build the capacity of SHG leaders and local PIC members on technical aspects of RWH, small-scale infrastructure, WASH, and climate-adaptive interventions to enhance ownership, sustainability, and Zakat compliance. • Monitor the application of training on the ground, provide on-the-spot guidance, and ensure that technical standards and quality requirements are met in all community-led schemes. • Facilitate knowledge transfer and skill development within the community to strengthen local governance, climate resilience, and co-financing participation in sustainable interventions. 	20%
Communication, coordination and advocacy with different stakeholders	<ul style="list-style-type: none"> • Review, verify, and prepare bills and vendor payment vouchers, ensuring accuracy and compliance with project financial guidelines. • Support the supervisor in preparing monthly, quarterly, interim, and final narrative reports aligned with the project proposal, Zakat eligibility criteria, and donor requirements. • Assist in the preparation of monthly progress reports, consolidating updates from field teams, SHG/Apex Bodies, and community committees. 	15%

	<ul style="list-style-type: none"> Organize, approve, and preserve all project-related documents (technical, financial, and administrative) within the assigned timelines, ensuring proper filing and accessibility. Develop Kobo questionnaires, screen collected data, and prepare final lists for beneficiaries, ensuring Zakat-compliant eligibility verification. Collect, prepare, and maintain media and communication materials (photographs, case studies, success stories) to enhance project visibility and stakeholder engagement. Assist in archiving all project documents (hard and electronic copies) in accordance with IR guidelines, ensuring long-term accessibility and compliance. Collect and archive official co-financing completion letters and endorsements from relevant authorities to document project closure and accountability. 	
Other Requirements	<ul style="list-style-type: none"> Ensure effective networking and coordination with Union Parishad, Upazila offices, and relevant line departments to strengthen project implementation and sustainability. Establish and maintain structured coordination mechanisms with key stakeholders, including LGIs, DMCs, SHGs, Apex Bodies, CSOs, and private sector partners. Represent Islamic Relief Bangladesh (IRB) in Union, Upazila, and City-level coordination meetings, ensuring alignment with humanitarian standards, Zakat eligibility, and climate-resilience objectives. Support and facilitate phase-out meetings and lesson-learned workshops, promoting knowledge sharing, organizational development, and sustainability of project interventions. 	5%
Total		100%

Person Specification:

Essential:

Academic Qualification

- BSc in Civil Engineering/WASH from any recognized University or Institution.

Experience

- Minimum 3 years Experience in climate-resilient integrated infrastructure, WASH, and climate change adaptation projects, including small-scale infrastructure planning, design, estimation, implementation, and Rainwater Harvesting (RWH) tank installation.
- Practical experience in coastal, flood-prone, and climate-vulnerable areas, implementing interventions with co-financing and Local-Led Adaptation (LLA) schemes to enhance community resilience and sustainable livelihoods.
- Knowledge of earthwork, site assessment, and infrastructure quality monitoring, ensuring compliance with technical standards, Zakat eligibility, and project sustainability.

Core Competencies

- Strong skills in project implementation, social/community mobilization, facilitation skill, Reporting & Documentation Skill, Monitoring & Evaluation Skill, activity management.
- Demonstrated teamwork and collaboration skills.
- Excellent in problem-solving abilities & Decision Making.
- Positive attitude and willingness to collaborate effectively within teams.
- Commitment to IR Values: Sincerity, Excellence, Social Justice, Custodianship, and Compassion.
- Demonstrates a high level of integrity and professionalism.
- Committed to self-development, continuous learning and quality improvement; displays self-confidence and self-motivation.
- Willingness to adapt to IR's norms and values.
- Commitment to the organization's vision and mission.
- Skills in planning, analytical/decision making.

IT Skills

- Proficiency in Microsoft Word, Excel, PowerPoint, and internet applications.
- Basic knowledge of database management and statistical software.
- Ability to handle basic hardware/software troubleshooting.

Language Requirements

- Strong proficiency in reading, writing, speaking, and listening in both English and Bengali.

Other Requirements

- Willingness to travel frequently and work in Bangladesh's most remote areas.

Desirable

- Excellent interpersonal and behavioural skills.
- Knowledge on project management & Financial Management.
- Knowledge of personal health, safety, and security.
- Excellent in Conflict Resolution, Planning & analytical/Strategic Management, Leadership & Communication & Networking.
- Good skills in: Coordination/Advocacy/Networking/Communication Skill.

APPLY INSTRUCTION:

If you believe your qualifications, exposure, and experience match our requirements, and you are dedicated to upholding the values and principles of Islamic Relief, please apply through [BDJOBS](#) on or before the closing date. Only shortlisted candidates will be contacted for further selection

EQUAL OPPORTUNITIES:

Islamic Relief Bangladesh considers diversity in the workplace and is a committed equal opportunity employer. We encourage applications from all suitable candidates regardless of race, family/marital status, ethnicity, disability, class, caste, or religion.