



Organization	<b>Islamic Relief Bangladesh</b>
Head Office Address	Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, <a href="http://islamicrelief.org.bd">islamicrelief.org.bd</a>
Vacancy Title	Assistant Project Officer (Technical)
Number of Vacancies	3
Working Place	Sunamganj/Cox's Bazar/Kurigram
Program Name	Humanitarian & Resilience Programme
Nature of Role, Nationality	Project Staff, Bangladeshi National.
Employment Status	Full time
Contract Duration	Initially for six months, upon review & Satisfaction, it will be extended.
Monthly Salary	51659/-
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.
Age Limit	Maximum (At Most) 55 years (As per National ID Card/Birth Certificates)

**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, without expecting anything in return. It is a signatory to the International Red Cross and Red Crescent Movement Code of Conduct.

IRW has a presence in 45 countries across the globe. Some organization funds come from individual donations and others from institutional donors such as the DFID, EU, SIDA, CIDA/IDRF, Forum Syd, WFP, UNICEF, 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 after 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 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 prioritize 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 (%)
Implementation of the project in target location/s	<ul style="list-style-type: none"> <li>In charge of overseeing technical aspects of small-scale infrastructure, WASH initiatives, and Cash for Work programs in assigned locations, under the guidance of the Project Manager and Technical Coordinator.</li> <li>Tasks include identifying suitable sites for Cash for Work and WASH Interventions, ensuring participant selection and schemes align with proposal criteria and obtaining necessary approvals.</li> </ul>	60%

	<ul style="list-style-type: none"> <li>• Conducting feasibility studies, designing schemes, estimating costs, and facilitating contract processes including preparing Bills of Quantities (BOQ).</li> <li>• Ensuring compliance with relevant authorities and stakeholders, maintaining quality throughout implementation, monitoring progress, and managing project expenditures.</li> <li>• Assisting in preparing Disaster Management plan reports and ensuring inclusiveness of marginalized groups throughout project activities.</li> <li>• Coordinating with team members, participating in assessments and evaluations, and organizing workshops and meetings.</li> <li>• Engaging in community mobilization within organizational guidelines and adhering to project timelines, budgets, and quality standards.</li> <li>• Supporting the implementation of Complaints &amp; Feedback Mechanisms, Child Protection, Safeguarding, and Gender Sensitivity measures related to project activities.</li> <li>• Additionally, supporting the implementation of food security and livelihood activities, planning construction and Cash for Work activities according to project needs, including preparing designs and BOQs.</li> <li>• Responsible for managing billing processes, conducting technical and environmental surveys, and preparing various IEC materials related to construction work.</li> <li>• Developing site selection criteria and facilitating hygiene promotion, caretaker training, and awareness sessions for communities at the grassroots level as required by the project.</li> <li>• Estimating structural interventions and preparing specifications based on the local context and conducting technical and environmental surveys and community consultations to ensure the appropriateness of project activities.</li> <li>• Preparation of bill &amp; check the bills vouchers of WASH and small scale DRR activities</li> <li>• Develop KOBO questionnaires, conduct data screening, and prepare the final list</li> </ul>	
Ensure effective monitoring of project intervention	<ul style="list-style-type: none"> <li>• Monitor and track the progress of work, ensuring the quality of project activities, and promptly informing line management.</li> <li>• Conduct post measurement and prepare report for proceed final bills.</li> <li>• Conduct basic water quality parameter testing using field kits.</li> <li>• Monitor work progress, ensure project activities' quality and materials, and report to the project focal point or supervisor.</li> <li>• Oversee construction activities at the community level.</li> <li>• Develop and execute business plans at the community level according to the proposal and organizational guidelines.</li> <li>• Supervise and monitor each stage of activities, ensuring adherence to standards, instructions from line managers, and Islamic Relief Bangladesh procedures.</li> <li>• Monitor work progress, ensure project activities' quality, and report to the Project Manager.</li> </ul>	10%
Capacity building initiatives	<ul style="list-style-type: none"> <li>• Facilitate Caretaker training sessions within the water wells caretaker for ensuring sustainability of water wells.</li> </ul>	10%

	<ul style="list-style-type: none"> <li>• Conduct training for contactor, mason on design and specifications.</li> <li>• Provide follow-up training sessions, hands-on training at the household level, and refresher courses.</li> <li>• Organize Hygiene promotion training sessions at the community level.</li> <li>• Assist in conducting training sessions on food security and livelihood issues.</li> <li>• Support capacity-building initiatives within the community regarding protection issues.</li> </ul>	
Do effective and appropriate networking, and coordination with different stakeholder.	<ul style="list-style-type: none"> <li>• Gather or create media and communication materials (such as photographs, case studies) to enhance project visibility.</li> <li>• Assist in organizing inception meetings at various levels.</li> <li>• Formulate project implementation committees (PIC) for CFW scheme.</li> <li>• Ensure the acquisition of necessary NOCs after scheme selection with relevant stakeholders.</li> <li>• Engage UDMC and other project implementation teams for effective project execution.</li> <li>• Coordinate with DPHE for implementation of WASH interventions</li> <li>• Coordinate and network with stakeholders for project implementation.</li> <li>• Assist in the phase-out meeting and lesson-learned workshop for further organizational development.</li> <li>• Represent Islamic Relief Bangladesh in coordination meetings at Union and City levels.</li> </ul>	10%
Project reporting and documentation	<ul style="list-style-type: none"> <li>• Assist the supervisor in preparing monthly, quarterly, interim, and final narrative reports in accordance with the proposal and project requirements.</li> <li>• Support the supervisor in compiling monthly progress reports.</li> <li>• Organize and maintain all project-related documents as directed by the supervisor, ensuring timely approval and organization.</li> <li>• Support to archiving project documents (both hard copy and electronic copy) following IR guidelines.</li> </ul>	5%
Others	<ul style="list-style-type: none"> <li>• Participate &amp; involve with seasonal programs (Ramadan, Qurbani, Winterization etc.) activities.</li> <li>• Ensure that local purchase and expenditure are done as per Islamic Relief Bangladesh policy.</li> <li>• Maintain the stock book, inventory and other essential register properly and timely in effective manner.</li> <li>• Support in procurement of materials like requisition, follow-up etc.</li> <li>• Take initiatives to ensure security of project staffs and participants during intervention.</li> <li>• Willing and able to travel frequently for extended periods and to remote areas of the projects.</li> <li>• Perform any other duties assigned by Supervisor</li> </ul>	5%
	Total	100%



### **Essential:**

#### **Knowledge, Skill & Qualification:**

- Bachelor/ Diploma/ Post Graduate Diploma (PGD) in Civil Engineering from any recognized University or Institution
- Minimum 3 years Experience in working with: Wash intervention, Food Security and Livelihood, CASH Based Programming- Cash for Work, Emergency response, Recovery, Seasonal program, social mobilization, Working Experience in a coastal and flood-prone areas.
- Practical knowledge in WASH and Climate Change Adaptation related to small scale infrastructure identification, planning, designing, estimation and implementation, Social Mobilization Skill, Facilitation skill,
- Excellent in Reporting & Documentation, Monitoring & Evaluation Skill
- Excellent in Leadership, Coordination/Advocacy/Networking/Communication Skills.
- Excellence in Basic Photographic Skill/ AutoCAD/ Design/drawing.
- Excellent in Financial management, Decision making, Self- development, Problem solving, Conflict resolution, Planning, analytical and organizational skills
- Ability to work under pressure and manage workload effectively
- Supportive, effective and good team player
- Willing to adapt to IRW's norms and values
- Working knowledge/Proven Expertise of Microsoft Word/ Excel/Power Point/Auto CAD or any engineering design related program/Basic Internet/Database Management/ Basic Hardware & Software Installation/Troubleshooting etc.
- Excellent knowledge in Reading / Writing/Speaking/Listening in English & Bengali.
- Having a valid driving license for motor bike and willing to travel and work in the most remote areas of Bangladesh

#### **Desirable:**

- Knowledge in Strategic Management, Staff Management

#### **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 **(February 18, 2025)**. 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.**