

Organization	Islamic Relief Bangladesh
Head Office Address	Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, islamicrelief.org.bd
Vacancy Title	Field Facilitator -Technical (Shelter)
Number of Vacancies	01
Working Place	Ukhiya
Nature of Role, Nationality	Project Staff, Bangladeshi National.
Reporting Line Management	Project Manager
Project	Life-Saving Shelter, LPG & WASH Support for Rohingya Refugees in Ukhiya and Bhasan Char Camp, Bangladesh (UNOCHA)
Programme	Humanitarian Crisis Response Programme
Project Duration	Project Duration Up to September 30, 2026
Employment Status	Full time
Monthly Salary Grade	BDT 46451/= (Consolidated salary)
Benefits & Allowances	A consolidated salary will be provided. No other benefits will be entitled apart from mobile bill, tour allowance/Per-diem, insurance coverage (IPD, OPD, Life, DB, CIB), Leave (Annual, Casual, Sick, TOIL/CTO, Maternity, Paternity) 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 (%)
Appropriate beneficiary and site selection according to the IR Principle and guideline	<ul style="list-style-type: none"> Assist & conduct a door-to-door household survey to identify the most vulnerable beneficiaries at Ukhiya. Arrange & conduct FGD, KII, Transit work, and observation with stockholders and communities. To assist with conducting assessments like PDM, KAP survey, and KII as needed for the project. Assist in identifying suitable sites for Shelter & Shelter activity implementation at FDMN camps and Host Community in Ukhiya. Ensure daily attendance for casual labor & approved volunteer in Shelter activities. Prepare a beneficiary list, Muster roll, and distribution/handed over copy, etc. Close communication with Majhi, community leader, SMS, health, Shelter, and Shelter actors. Casual labor management for EVI shelter construction work in camps. To collect various eligible lists for distributing regular shelter kits & NFI kits. Form community lead volunteer group, HP group and CDG Supervise the beneficiary's identification as per fixed selection criteria and by the methodology fixed by IR. Select the most appropriate site for shelter infrastructure at the Rohingya camps and Host Community. 	20%

	<ul style="list-style-type: none"> Finalize the beneficiary by ensuring endorsement and validation from relevant authorities. 	
Project intervention monitoring	<ul style="list-style-type: none"> To monitor hardware activities according to the monitoring checklist. Ensure inclusive assistance of Shelter support. Conduct periodic Post Distribution monitoring after the distribution of shelter and NFI Kits Prepare individual work plans according to project activity. Supervise construction activities at the beneficiary level. Ensure PSEA, safeguarding, and CFRM in project activity implementation. Prepare a business plan at the community level and execute it. Prepare & follow the hardware monitoring checklist. Proven capacity of construction site monitoring, and quality check. Ensure quality construction according to drawing, design and guidelines. Follow the individual work plan for quality control of project activities. Proposal and organizational guidelines. Ensure that standards and instructions are given by the line manager and Islamic Relief Bangladesh procedures. Supervise and monitor each stage of the activities. 	20%
Ensure quality construction / Installation work	<ul style="list-style-type: none"> Assist in identifying a suitable site for construction work. Prepare daily receive notes and delivery notes at the field level. Make a plan for construction activities as per project needs. Capable of finding out the instructions for AutoCAD drawing & design. Responsible for the field construction activities such as shelter infrastructures (HC Permanent shelter, Mid-Term shelter construction, Repair and maintenance and Transitional shelter assistance (TSA) work etc.) Effectively manage Construction work and support of EVI HHs in the Ukhiya camps and HC. Capable of checking good quality materials and Construction work. To implement project activity according to technical specifications. Identify feasible sites for Shelter facilities. Facilitate capacity build-up training and TSA training to the beneficiaries and Volunteers. Prepare bills & check the bill vouchers (Post Monitoring Report). Conduct Technical and environmental surveys (pre-survey, post-survey etc.) as per project requirements. Prepare different IEC & BCC materials related to construction work based on shelter activity purposes at Ukhiya. 	30%
Effective and appropriate networking and coordination with different stakeholders are needed.	<ul style="list-style-type: none"> Assist in organizing inception meetings at different levels. Organize various working relationship-building orientations and training. Formulation of the project implementation committee. Ensure the NOC after the selection of the scheme with relevant stakeholders. To participate in various coordination meetings such as Shelter sector meetings and CiC coordination meetings at FDMNs Camps and HC. Involve project implementation teams in the implementation of the project Coordination & networking with key stakeholders. Participate in various personal development training, orientation, and workshops. 	15%
Project reporting and documentation	<ul style="list-style-type: none"> Provide monthly activity reports to SMSD, CMO, sector, and other agencies. Collect completion reports, Case studies, and media materials according to requirements. Provide the necessary documents to Shelter focal points, agencies etc. Prepare and submit a plan of the weekly activities to the line manager. Report back any problems and constraints encountered during the course of the activities and suggest operational solutions. 	10%

	<ul style="list-style-type: none"> Support the procurement of materials like requisition, quotation collection, etc. 	
Others	<ul style="list-style-type: none"> Participate in sessional programs like winterization, Ramadan Program, Eid festival and Qurbani program etc. Propose some methodology according to the proposal and provide it with the Experience and lessons learned from other organizations. Perform any other duties assigned by the supervisor as per program needs and organizational rules. Support the community mobilization team. Ensure visibility of the project. Ensure the complaint response and feedback mechanism at the field level. 	5%
Total		100%

Person Specification:

Essential:

Academic Qualification

- A Bachelor of Science or Diploma in Civil Engineering or Construction Management.

Experience

- Minimum 2 years of experience in Humanitarian Response/FDMN/Development Sector preferably in Shelter Sector in CXB FDMNs Camps

Core Competencies

- Strong skills in Project implementation, Social/community mobilization, financial management.
- Demonstrated teamwork, Leadership and collaboration skills.
- Excellent in decision making, leadership, conflict resolution, and problem-solving abilities.
- Positive attitude and willingness to collaborate effectively within teams.
- Commitment to IR Values: Sincerity, Excellence, Social Justice, Custodianship, and Compassion.
- Committed to self-development, continuous learning and quality improvement; displays self-confidence and self-motivation.
- Excellent interpersonal and behavioural skills.
- Knowledge of personal health, safety, and security.
- Willingness to adapt to IR's norms and values.
- Skills in planning, analytical/strategic management.
- Commitment to the organization's vision and mission.
- Demonstrates a high level of integrity and professionalism.

IT Skills

- Proficiency in Microsoft Word/Excel /PowerPoint & Basic Internet using.

Language Requirements

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

Desirable

- Willing to travel and work in the most remote areas of Bangladesh if required any emergency.
- Ability to understand in Project Management, activity management, Communication & Networking.
- Knowledge of the Burmese language will add advantage.

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:

Female Candidates are highly encouraged to apply. However, 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.