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| 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 (WASH) |
| Number of Vacancies | 1 |
| Working Place | Noakhali- Hatiya (Bhasanchar) |
| Project Name | Shelter, Livelihood, WASH Facilities Improvement Project. (SWIP) |
| Program Name | Humanitarian Crisis Response Programme |
| Nature of Role, Nationality | Project Staff |
| Employment Status | Full time |
| Contract Duration | Initially for six months, upon review & Satisfaction, it will be extended. |
| Monthly Salary | BDT 36,622 with 10% hardship allowance upon on monthly salary. |
| Benefits & Allowances | Mobile bill, Tour allowance/Per-diem, Provident fund, Weekly holidays, Insurance coverage (IPD, OPD, Life, DB, CIB), Festival Bonus, Long Service Awards, Leave (Annual, Casual, Sick, TOIL/CTO, Maternity, Paternity, and R&R) and Gratuity, etc. |
| Age | 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 (%) |
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| Appropriate rightsholders & site selection according to IR principle & guideline | <ul style="list-style-type: none"> Conduct a door-to-door household survey to identify the most vulnerable rightsholders at Bhasanchar. Conduct FGD, KII, and Observation with different stockholders and communities. Organized various assessments like PDM, KAP survey, and KII as needed for the project. Assist in identifying suitable sites for WASH & WASH activity implementation at Bhasanchar. Ensure daily attendance for casual labour & approved volunteer in WASH & WASH activities. Prepare a beneficiary list, Muster roll and | 20% |

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| | <ul style="list-style-type: none"> distribution/handed over copy, etc. • Close communication with Majhi, community leader, SMS, health & wash actors. • Casual labour management for construction work. • To collect various eligible lists for distributing NFI & Hygiene kits • From community lead volunteer group, HP group, and User group. • Supervise the beneficiary's identification as per fixed selection criteria and by the methodology fixed by IR. • Select the most appropriate site for WASH infrastructure at the Bhasanchar camp. • 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 with WASH support. • Conduct periodic water quality monitoring of borehole water supply as well DTW and STW. • Prepare individual work plans according to project activity. • Ensure safe disposal of fecal sludges and solid waste management at Bhasanchar. • 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 the 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. • Plan for construction activities as per project needs. • Capable of finding out the instructions for AutoCAD drawing & design. • Responsible for field construction activities such as WASH infrastructures (Semi-Deep Tube wells, Sanitary Latrines, Hygiene Promotion etc.) • Effectively manage Faecal sludge and solid waste in the Bhasanchar. • Capable of checking good quality materials and Construction work. • To implement project activity according to technical specifications. • Identify feasible sites for WASH facilities • Facilitate caretaker training, user group training, majhi & CBC training • Conduct water quality tests of selected parameters using field kits at Bhasanchar. • Prepare bills & check the bill vouchers. | 30% |

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| | <ul style="list-style-type: none"> Conduct Technical and environmental surveys (pre-survey, post-survey etc.) as per project requirements. Prepare different IEC & BCC materials related to construction work and Hygiene promotion at Bhasanchar. | |
| Do effective and appropriate networking and coordination with different stakeholders. | <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 WASH & WASH sector meetings and CiC coordination meetings at Bhasanchar. 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 with WASH focal points, agencies, etc. Prepare and submit a plan of the weekly activities to the line manager. Report back on any problems and constraints encountered during the activities and suggest operational solutions. Support for the Procurement of materials like requisition, quotation collection, etc. | 10% |
| Others | <ul style="list-style-type: none"> Participate in sessional programs like winterization, Eid festival, and the Qurbani program. 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 in field level. | 5% |
| | Total | 100% |

Person Specification:

The post holder must show a good understanding and sympathy with the Islamic values and principles and commitment to Islamic Relief World wide's vision and mission.

Essentials:

Educational Qualification, Working Experience, Knowledge, & Competencies Framework Skill:

- Three years' diploma or equivalent in Engineering for Civil/public health/or relevant subject.
- Minimum 3 Years of working experience in Humanitarian Response/FDMN/Water Sanitization & Public Health.
- Competencies framework including Project Implementation Skill, Social/Community Mobilization Skill, Facilitation Skill, Coordination/Advocacy/Networking/Communication Skill, Reporting & Documentation Skill, Monitoring & Evaluation Skill, Financial Management, Decision Making, Conflict Resolution, Self-development, Problem-solving, Planning, analytical and organizational Skill, Strategic Management, Ability to work under pressure and manage workload effectively, Supportive, effective and good team player, Staff Management, Adaptability and Solid Waste Management.



- Working knowledge of Microsoft word/Excel/PowerPoint
- Working knowledge-Reading/Writing/Speaking/Listening for English & Bengali
- Having a valid driving license for a motorbike and be willing to travel and work in the most remote areas of Bangladesh.

Desirable:

Competencies Framework: Project Management, Basic Photography Skill, Leadership, Willing to adapt to IRW's norms and values

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 **(20th April 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.**