

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 (WASH)
Number of Vacancies	2
Gender	Male/Female
Working Place	Mymensingh / Sherpur
Nature of Role, Nationality	Project Staff, Bangladeshi National.
Reporting Line Management	Project Manager / Deputy Programme Manager-Operation
Programme	Humanitarian & Resilience
Project	Access to Safe Drinking Water, Sanitation and Hygiene in North Central Part of Bangladesh (Safe-WASH)
Project Duration	Up to 31 March 2027
Employment Status	Full time
Contract Duration	Initially for three months, upon review & Satisfaction, budget & project availability, it will be extended from time to time at the rate of the year.
Monthly Salary	51659/-
Benefits & Allowances	Mobile bill, Tour allowance/ Per-diem, Provident Fund, two weekly holidays, Insurance Coverage (IPD, OPD, Life, DB, CIB), Festival bonus, long service awards, Leave (Annual, Casual, Sick, TOIL/CTO, Maternity, Paternity) and gratuity, etc.
Job Context	Relief Bangladesh (IRB) is addressing the critical issue of safe drinking water and sanitation in northern Bangladesh, particularly in Mymensingh division. Despite progress, many communities still lack essential facilities. This project will install 30 deep-set tube wells and 30 latrines across six unions, while also building the capacity of local WASH Committee to ensure sustainable improvements. Additionally, 30 hygiene promotion sessions will be conducted to raise awareness among rightsholders about hygiene practices. Strong leadership is needed to drive these initiatives, engage local stakeholders, and influence policies on water and sanitation rights, aligning with Islamic Relief's commitment to enhancing health outcomes and promoting human dignity.

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 Ratio (%)
Implementation of the project in target location/s	- Overseeing technical aspects of small-scale infrastructure, WASH initiatives in assigned locations, under the guidance of the Project Manager and Deputy Program Manager. - Tasks include identifying suitable sites for WASH Interventions, ensuring participant selection and schemes align with proposal criteria and obtaining necessary approvals. - Conducting feasibility studies, designing schemes, estimating costs, and facilitating contract processes. - Ensuring compliance with relevant authorities and stakeholders, maintaining quality throughout implementation, monitoring progress, and managing project expenditures. - Assisting in preparing Disaster Management plan reports and ensuring inclusiveness of marginalized groups throughout project activities. - Coordinating with team members, participating in assessments and evaluations, and organizing workshops and meetings. - Engaging in community mobilization within organizational guidelines and adhering to project timelines, budgets, and quality standards. - Supporting the implementation of Complaints & Feedback Mechanisms, Child Protection, Safeguarding, and Gender Sensitivity measures related to project activities. - 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. - Responsible for managing billing processes, conducting technical and environmental surveys, and preparing various IEC materials related to construction work. - Developing site selection criteria and facilitating hygiene promotion, caretaker training, and awareness sessions for communities at the grassroots level as required by the project. - 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. - Preparation of bill & check the bills vouchers of WASH and small scale DRR activities - Develop Kobo questionnaires, conduct data screening, and prepare the final list	60%
Ensure effective monitoring of project intervention	- Monitor and track the progress of work, ensuring the quality of project activities, and promptly informing line management. - Conduct post measurement and prepare report for proceed final bills. - Conduct basic water quality parameter testing using field kits. - Monitor work progress, ensure project activities' quality and materials, and report to the project focal point or supervisor. - Oversee construction activities at the community level. - Develop and execute business plans at the community level according to the proposal and organizational guidelines. - Supervise and monitor each stage of activities, ensuring adherence to standards, instructions from line managers, and Islamic Relief Bangladesh procedures. - Monitor work progress, ensure project activities' quality, and report to the Project Manager.	10%
Capacity building initiatives	- Facilitate Caretaker training sessions within the water wells caretaker for ensuring sustainability of water wells. - Conduct training for contractor, mason on design and specifications. - Provide follow-up training sessions, hands-on training at the household level, and refresher courses.	10%

	- Organize Hygiene promotion training sessions at the community level. - Assist in conducting training sessions on food security and livelihood issues. - Support capacity-building initiatives within the community regarding protection issues.	
Do effective and appropriate networking, and coordination with different stakeholder.	- Gather or create media and communication materials (such as photographs, case studies) to enhance project visibility. - Assist in organizing inception meetings at various levels. - Formulate project implementation committees (PIC). - Ensure the acquisition of necessary NOCs after scheme selection with relevant stakeholders. - Engage UDMC and other project implementation teams for effective project execution. - Coordinate with DPHE for implementation of WASH interventions - Coordinate and network with stakeholders for project implementation. - Assist in the phase-out meeting and lesson-learned workshop for further organizational development. - Represent Islamic Relief Bangladesh in coordination meetings at Union and City levels.	10%
Project reporting and documentation	- Assist the supervisor in preparing monthly, quarterly, interim, and final narrative reports in accordance with the proposal and project requirements. - Support the supervisor in compiling monthly progress reports. - Organize and maintain all project-related documents as directed by the supervisor, ensuring timely approval and organization. - Support to archiving project documents (both hard copy and electronic copy) following IR guidelines.	5%
Other Requirements	- Participate & involve with seasonal programs (Ramadan, Qurbani, Winterization etc.) activities. - Ensure that local purchase and expenditure are done as per Islamic Relief Bangladesh policy. - Maintain the stock book, inventory and other essential register properly and timely in effective manner. - Support in procurement of materials like requisition, follow-up etc. - Take initiatives to ensure security of project staffs and participants during intervention. - Willing and able to travel frequently for extended periods and to remote areas of the projects. - Perform any other duties assigned by Supervisor	5%
	Total	100%

Person Specification:

Essential:

Academic Qualification:

- Bachelor's degree** from any recognized University or Institution in Civil Engineering or Disaster Management or Social Sciences or Development Studies or Public Health or Geography & Environment or relevant discipline.

Experience:

Minimum 03 years working experience in:

- Strong knowledge of WASH-related interventions.
- Experience in cash-based programming.
- Experience in facilitating seasonal programmes.
- Experience working in coastal and flood-prone areas, social mobilization.
- Experience in emergency response interventions.
- Strong report writing and documentation skills.

Core Competencies

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

Other Technical Skills

- Technical skills in TW construction and latrine construction.

IT & Language Requirements

- Proficiency in Microsoft Word, Excel /PowerPoint/Basic Internet/ Database Management/Statistical Software, Basic Hardware & Software Installation/Troubleshooting, etc.
- Strong proficiency in reading, writing, speaking and listening in English and Bengali.

Other Requirements

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

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, gender, ethnicity, disability, class, caste, or religion.