

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	<b>Assistant Project Officer (Technical)</b>
Number of Vacancies	1
Gender	Male/Female
Working Place	Kisoreganj (Itna)
Nature of Role, Nationality	Project Staff, Bangladeshi National.
Reporting Line Management	Deputy Programme Manager-Operation
Programme	Humanitarian & Resilience
Project	Strengthening Timely, Reliable and Equitable Access to safe water for Marginalized people in Bangladesh (STREAM)
Project Duration	30 November 2026
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	Grade-4, Step-1
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	<p>Kishoreganj district in northeastern Bangladesh faces a severe, seasonally compounded water crisis. During the dry season, the water table drops to 14 metres, nearly double the 7.5-metre suction limit of standard hand pumps, rendering thousands of tube wells dry for nearly a quarter of the year. In peak flood years, up to 60% of the district is inundated, forcing 30% of the population to collect water directly from open Haors as submerged tube wells become contaminated. The health consequences are severe: 28.85% of patients at local medical facilities test positive for waterborne pathogens, with E. coli driving 73% of cases. Additionally, 16% of deep tube wells still exceed the national arsenic standard. The burden falls hardest on the ultra-poor, women, girls, the elderly, and persons with disabilities groups most likely to be excluded from conventional water infrastructure.</p> <p>To address this crisis, the STREAM Project will install 20 disaster-resilient, gender-sensitive, and disability-inclusive Deep-Set Pumps (DSPs) in Itna Upazila, providing 200 households with year-round access to safe drinking water. 40 caretakers (2 per site) will be trained across 2 batches on DSP operation, maintenance, and repair, and each pump site will receive a dedicated Water Point Maintenance and Repair Toolbox to ensure long-term functionality. 10 batches of hygiene promotion sessions will reach 200 participants, building awareness on safe water use, handwashing, and sanitation with a focus on women and girls. A Community Procurement Team at each site will oversee materials procurement, local mason engagement, and construction supervision, ensuring community ownership, transparency, and sustainability well beyond the project period.</p>

#### **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 (%)
Implementation of the project in target location/s	<ul style="list-style-type: none"> <li>• Overseeing technical aspects of small-scale infrastructure, WASH initiatives in assigned locations, under the guidance of the Project Manager and Technical Coordinator.</li> <li>• Tasks include identifying suitable sites for WASH Interventions, ensuring participant selection and schemes align with proposal criteria and obtaining necessary approvals.</li> <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>	60%
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> <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>	10%
Do effective and appropriate networking,	<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> </ul>	10%

and coordination with different stakeholder.	<ul style="list-style-type: none"> <li>Formulate project implementation committees (PIC).</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>	
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 %
Other Requirements	<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%
	<b>Total</b>	<b>100%</b>

#### Person Specification:

##### Essential:

##### Academic Qualification

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

##### Experience

- Minimum 3 years Working Experience in:
  - Wash related intervention
  - Cash-based programming
  - Seasonal program facilitation.
  - Social mobilization, work in coastal and flood-prone areas.
  - Emergency response related intervention
  - Skills in report writing and documentation.

##### Core Competencies

- Strong skills in project implementation, social/community mobilization, networking and communication.
- Strong abilities in Project Management, activity management and financial management.
- Demonstrated teamwork and collaboration skills.
- Excellent in conflict resolution, and problem-solving abilities.
- 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.
- Skills in planning, analytical/strategic management, decision making.
- Excellent in leadership
- Committed to self-development, continuous learning and quality improvement; displays self-confidence and self-motivation.
- Excellent interpersonal and behavioral skills.
- Knowledge of personal health, safety, and security.
- Willingness to adapt to IR's norms and values.

##### Technical & IT Skills

- Technical skills in TW Construction, Latrine Construction
- Proficiency in Microsoft Word, Excel /PowerPoint/Basic Internet/ Database Management/Statistical Software, Basic Hardware & Software Installation/Troubleshooting, etc.

**Language Requirements**

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