

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 Technical Officer-WASH
Number of Vacancies	01
Working Place	Ukhiya
Nature of Role, Nationality	Project Staff, Bangladeshi National.
Reporting Line Management	Project Manager
Project	Life Saving Selter LPG & WASH Support for Rohingya Refugees in Ukhiya & Bhasanchar Camp, Bangladesh.
Programme	Humanitarian Crisis Response Programme
Project Period	Project Duration up to March 31, 2027
Employment Status	Full time
Monthly Salary Grade	BDT 75,189/= (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 (%)
Ensure quality construction and installation of WASH facilities through effective planning, technical design, and supervision.	- Develop work plans, hardware monitoring checklists, and supervision schedules for WASH construction/installation works. - Prepare technical drawings, BoQs, cost estimates, and specifications for tube wells, water networks, latrines, bathing spaces, handwashing stations, rainwater harvesting systems, and drainage facilities. - Use AutoCAD and other software tools to produce accurate design layouts and technical documents. - Supervise construction and installation works at the field level, ensuring compliance with approved designs, sector standards, and safety protocols. - Conduct regular monitoring and quality control of construction progress, providing technical guidance to field teams. - Perform periodic water quality testing and ensure the provision of safe drinking water. - Review designs and practices in faecal sludge management (FSM) and solid waste management to ensure alignment with sector standards. - Document construction progress and challenges and submit timely reports to the Project Coordinator.	30%

Ensure quality and accountable WASH services through effective monitoring and compliance with standards.	• Monitor all stages of construction, installation, and operational WASH activities. • Verify adherence to approved BOQs, designs, and technical specifications during implementation. • Ensure compliance with WASH Sector guidelines, Sphere Standards, and WHO standards. • Identify gaps or risks in design/implementation and recommend corrective actions. • Monitor the overall WASH services quality in camps, including solid waste management and fecal sludge management.	20%
Ensure appropriate beneficiary and site selection for WASH interventions in line with IR principles and guidelines.	• Assist in conducting FGDs with stakeholders and community members in Ukhiya Camp. • Participate in demographic and WASH assessments, including facilities, households, and surveys. • Organize community meetings to identify sustainable, durable, and locally acceptable WASH infrastructure. • Support site selection for WASH activity implementation. • Track and ensure daily attendance of casual laborers and volunteers engaged in WASH activities. • Manage volunteers efficiently, ensuring fair workload distribution. • Identify and prioritize the most affected and vulnerable rightsholders. • Prepare environmental and social screening checklists for hardware installation. • Develop effective work plans for volunteers and beneficiaries to manage construction activities. • Assist in collecting eligible lists for hygiene kit distribution. • Support meetings with CBCs, Majhi, caretakers, and user groups. • Facilitate formation of community-led volunteer groups, hygiene promotion groups, and Community Development Groups (CDGs). • Conduct cross-check visits for door-to-door surveys to finalize beneficiaries. • Supervise beneficiary identification according to IR methodology and selection criteria. • Assist in finalizing beneficiaries with endorsement and validation from relevant authorities. • Prepare and maintain beneficiary lists, muster rolls, and distribution/hand-over documentation.	20%
Ensure effective stakeholder coordination to support timely and collaborative WASH project implementation.	• Assist in organizing inception meetings at different levels. • To Participate in various coordination meeting as WASH & WASH sector meetings, CiC coordination meetings • Organize various working relationship-building orientations, and training. • Linkages with government officials, DPHE, CiCs, CMOs, UN agencies and NGOs. • Formulation of the project implementation committee. • Ensure the NOC after the selection of the scheme with relevant stakeholders. • Involve project implementation teams in the implementation of the project • Communication and collaboration with SMSD, CMO, focal agencies • Coordination & networking with key stakeholders. • Participate in various personal development training, orientation, and workshop.	15%
Ensure transparent and accountable WASH project implementation through timely reporting and documentation.	• Provide monthly activity reports to SMSD, CMO, sector and other agencies. • Collect completion reports according to requirements. • Provide the necessary document to WASH 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. • Support for the Procurement of materials like requisition, quotation collection etc.	10%
Others	• Participate in sessional programs like winterization, Ramadhan, Qurbani etc. • According to the proposal, propose some methodology and provide it with the experience and lessons learnt from the other organizations. • Support the community mobilization team. • Ensure visibility of the project. • Ensure the complaint response and feedback mechanism in field level. • Perform any other duties assigned by Supervisor	5%
	Total	100%

Person Specification:

Essential:

Academic Qualification

- B.Sc. in Civil Engineering or Civil and Environmental Engineering.

Experience

- Minimum 3 years of working experience in WASH projects (FDMN context) with expertise in water, solid waste and fecal sludge management, rainwater harvesting, staff supervision, distribution events, Vendor management, budget tracking, and AutoCAD.

Core Competencies

- Strong competency in Project Implementation, Social/Community Mobilization, and Facilitation.
- Excellent skills in Coordination, Networking and Communication
- Strong competency in Reporting & Documentation, Monitoring & Evaluation, and Activity Management.
- Strong Planning, Analytical, and Strategic Management skills.
- Strong Leadership, Teamwork, Interpersonal and Behavioral Skills, with a positive attitude.
- Excellent Problem-Solving, Conflict Resolution, and Decision-Making skills.
- Strong commitment to IR's Vision and Mission and its core values of Sincerity, Excellence, Social Justice, Custodianship, and Compassion.
- High level of Integrity and Professionalism.
- Commitment to Self-Development, Continuous Learning, and Quality Improvement.
- Good knowledge of Health, Safety, and Security.
- Strong Self-Confidence and Self-Motivation.
- Willingness to adapt to IR's norms and values.
- Willingness to travel and work in Bangladesh's most remote areas.

Technical & IT Skills

- Proven expertise in AutoCAD and construction design software.
- Working knowledge of Microsoft Word, Excel, PowerPoint, Basic Internet, Database Management, Kobo Toolbox, and basic hardware/software installation and troubleshooting.

Language Requirements

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

Desirable

- Basic knowledge of Project 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. 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