

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-Hygiene
Number of Vacancies	02
Working Place	Ukhiya and Bhasanchar
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 accommodation, mobile bill, tour allowance/Per-diem, insurance coverage (IPD, OPD, Life, DB, CIB), Leave (Annual, Casual, Sick, TOIL/CTO, R&R, 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 Effective Hygiene Promotion & behaviour change Activities	- Organized various training sessions/orientations and HP workshops for the community people, project staff, and volunteers for hygiene awareness activities in the camp context. - Proven experience & knowledge of Hygiene promotion session methodologies and approaches. - Practical Knowledge of behaviour change approaches in the camp context. - Practical working experience in community lead Approaches and community engagement. - Experience in functioning inactive user groups and plan for 90% HP work by the community. - Design BCC/IEC materials related to hygiene activities and develop the associate program. - Follow and ensure gender, protection, local culture, and other important cross-cutting concerns are considered in program implementation and reporting. - Proper knowledge about solid waste & environmental hygiene in the camp context. - Practical knowledge of water-borne diseases and vector control in WASH. - Demonstrate various HP-related technologies, i.e., chlorination process, JART test, mother solution preparation, borehole disinfection, pitcher & well mouth disinfecting, etc.	35%

	• Conduct daily monitoring visits to WASH facilities to ensure that the whole WASH system is well-functional with fewer risks and other WASH facilities to ensure the best uses. • Experience in program design, management, implementation, monitoring, and evaluation, including CORE Humanitarian Standard, SPHERE standards, security, and protection considerations. • Ability to communicate ideas in a culturally sensitive manner conducive to their practical application, especially in the Cox's Bazar context, and ability to adapt and work within a multicultural, multilingual, and multidisciplinary environment. • Experience in building the capacity of the team internally and of external stakeholders. • Ability to prioritize effectively, build alternative actions into plans, review priorities and gather and deploy resources effectively. • Commitment to equal opportunity, gender equality, inclusiveness, and diversity. • Demonstrate experience in integrating gender and diversity issues into programs. • Plan and ensured the distribution of hygiene kits and promoted the effective use of all distributed hygiene items. • Prepare individual work plans according to project activity and follow up an individual work plan for quality control of project activities. • Prepare a business plan at the community level and execute it as per the proposal and organizational guidelines. • Follow WASH sector guidelines and WHO standards. • Profound knowledge of Microsoft Office, Google applications, Kobo, and other relevant computer skills.	
Project intervention monitoring & Beneficiary selection according to the IR Principle and guideline	• Facilitate JART Assessment & Capacitate the team on JART. • Provide a detailed plan and post-distribution monitoring (PDM) for the distribution of hygiene kits and top-up kits besides other hygiene materials. • Assist in monitoring and sharing the water quality tests periodically in the IRB's Catchment area. • Ability to cross-check the working area's FSM and solid waste management conditions and appropriate measures to ensure a healthy environment. • Follow up on house-to-house hygiene session activities and prepare and compile CHP reports weekly and monthly. • Guide and assist WASH committee in community mobilization and sensitization for WASH activities. • Ensure that the Do No Harm, Sphere guidelines, and CHS are introduced in community engagement. • Liaise with engineers, in General, cleaning up campaigns and ensuring that solid waste is well and safely disposed of. • Participate in the site selection and construction of wash facilities. • Conducting Training (for community volunteers, teachers, and health workers) on hygiene promotion and basic mobilization skills. • To conduct various meetings with CBC, Majhi, caretaker, and user group. • Form community lead User group & volunteer group, HP group and CDG • Conduct door-to-door surveys to finalize beneficiaries. • Supervise the beneficiary's identification as per fixed selection criteria and by the methodology fixed by IR. • Conduct FGD with different stockholders and communities at Camp. • Participate in various demographical assessments like facilities, households, WASHs, and WASH surveys. • Conduct community-based meetings to identify sustainable, durable, and locally acceptable infrastructure in Ukhiya.	30%
Effective and appropriate networking and coordination with different stakeholders are needed.	• Trains and informs existing and new staff on budget procedures, making sure that they are understood and adhered to according to each donor's requirements, also keeping everyone updated on any changes to these. • 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.	15%

	• Ensure the NOC after the selection of the scheme with relevant stakeholders. • Communication and collaboration with SMSD, CMO, focal agencies • Coordination & networking with key stakeholders. • Participate in various personal development training, orientation, and workshops.	
Project reporting and documentation	• Writing weekly reports to the line manager and verbal reports whenever necessary. • Draft the field visit, PDM and training reports in quality and submit to the deputy team lead. • Preparation of session plans and training reports for all sorts of training. • Provide monthly activity reports to SMSD, CMO, sector and other agencies. • Maintaining all the hard records of hygiene promotion activities at office level and ensuring soft data is maintained for all hygiene promotion activities. • Ensure time sheets/field reports of all hygiene teams submitted well on time • Collect completion reports according to requirements. • Provide the necessary documents 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. • In collaboration with the WASH Project Manager, ensure budget planning and logistic arrangements for day-to-day hygiene promotion activities: • Making and following up on internal purchase requests, quality control of material delivered by suppliers, and planning team movements with logistics.	15%
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. • Perform any other duties assigned by the Supervisor • Ensure visibility of the project. • Ensure the complaint response and feedback mechanism at the field level. • Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programmer's goals of safeguarding implementation. • Act as a key source of support, guidance, and expertise on safeguarding and establishing a safe working environment. • Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action. • Follow the safeguarding reporting procedure in case any reportable incident takes place, and encourage others to do so.	05%
	Total	100%

Person Specification:

Essential:

Academic Qualification

- Bachelor Degree in public health or social sciences or a related field.

Experience

- Minimum 3 years of working experience in Humanitarian response and WASH project implementation, particularly in hygiene promotion, awareness-raising, capacity building, hygiene tool development, implementation planning, and monitoring. Strong knowledge of behavior change, WASH sector priorities, hygiene approaches, reporting, and M&E.
- FDMN context is highly preferred.

Core Competencies

- Strong competency in Project Implementation, Project Management, Social/Community Mobilization, and Facilitation.
- Excellent skills in Coordination, Networking and Communication.
- Strong competency in Monitoring & Evaluation, Reporting & Documentation, and Activity Management.
- Strong Leadership, Interpersonal and Behavioural 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.
- Demonstrates a high level of Integrity and Professionalism.
- Commitment to self-development, continuous learning, openness to learning, and quality improvement.
- Strong Planning, Analytical and Strategic Management skills.
- Good knowledge and awareness of personal Health, Safety and Security.

- Willingness and ability to adapt to IR's norms, values.
- Demonstrated excellence in teamwork, communication, and networking.
- Willingness to travel and work in Bangladesh's most remote areas.

IT Skills

- Proficiency in Microsoft Word/Excel /PowerPoint & Basic Internet using, Database Management, Kobo toolbox, Basic Hardware & Software Installation/Troubleshooting etc.

Language Requirements

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

Desirable

- Ability to understand Financial 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