

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 (Shelter)
Number of Vacancies	01
Working Place	Ukhiya
Nature of Role, Nationality	Project Staff, Bangladeshi National.
Reporting Line Management	Project Manager
Project	Life Saving Shelter LPG & WASH Support for Rohingya Refugees in Ukhiya & Bhasanchar Camp, Bangladesh.
Programme	Humanitarian Crisis Response Programme
Project Period	Project Duration up to May 31, 2027
Employment Status	Full time
Monthly Salary Grade	BDT 50,152/= (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 / Installation work	- Support site identification, technical assessment, and feasibility verification for Shelter and Site Development interventions. - Facilitate and monitor construction, repair, maintenance, TSA, CBS and other shelter infrastructure activities in FDMN camps and host communities. - Ensure construction and installation activities are implemented in accordance with approved technical specifications, drawings, standards, and project requirements. - Monitor workmanship and verify the quality and quantity of construction materials and completed works at field level. - Coordinate daily construction activities and support work planning in line with project targets and implementation schedules. - Prepare/Review AutoCAD drawings and technical designs as required and facilitate their proper application at the field level. - Conduct pre- and post-technical/environmental assessments and document site-level findings as required.	30%

	• Prepare and verify field-level documentation, including receiving notes, delivery notes, bills, vouchers, and post-monitoring reports. • Facilitate technical, TSA, and construction-related orientation/training for beneficiaries, volunteers, and relevant community groups. • Ensure appropriate technical support and inclusive construction assistance for EVI and other vulnerable households. • Prepare and facilitate IEC/BCC materials and technical communication related to Shelter, SD, and NFI activities.	
Appropriate beneficiary and site selection according to the IR Principle and guideline	• Assist/ conduct door-to-door household surveys/assessment to identify the most vulnerable HH. • Arrange & Conduct FGDs, KIIs, Transit work, and observation with stockholders and communities. • To assist with conducting assessments like PDM, KAP survey, and KII as needed for the project. • Assist in identifying suitable sites for Shelter, NFI & SD activity implementation at FDMN camps and Host Community in Ukhia. • Maintain beneficiary lists, Volunteers/Casual labor attendance records, muster rolls, distribution sheets, handover documents, and other project records. • Manage and monitor volunteers and casual laborers engaged in shelter construction, repair, and site development activities. • Facilitate beneficiary identification, verification, and finalization in accordance with IRB selection criteria and established assessment methodologies. • Coordination with Majhis, community leaders, SMS, Shelter Actors, CiC offices, and other relevant stakeholders to ensure effective community engagement. • Support shelter kit, NFI, and SSL kit distributions, including token distribution, beneficiary verification, and distribution documentation. • Prepare and maintain assessment reports and beneficiary documentation for review, endorsement, and validation by relevant authorities. Prepare and maintain assessment reports and beneficiary documentation for review, endorsement, and validation by relevant Person/authorities.	20%
Project intervention monitoring	• Monitor shelter hardware activities using established monitoring checklists and project quality standards. • Supervise shelter construction and repair activities at the beneficiary level to ensure quality, safety, and compliance with technical guidelines. • Ensure inclusive and equitable access to Shelter and NFI assistance, considering market accessibility, protection risks/lens, and the needs of vulnerable groups. • Ensure compliance with PSEA, Safeguarding, and other relevant organizational policies throughout project implementation. • Conduct periodic Post Distribution monitoring after the distribution of shelter and NFI Kits • Prepare and implement individual work plans aligned with project activities and timelines. • Closely supervision of Shelter Construction, Repair & Maintenance, and Site Development activities in line with pre-conducted assessments & design aligned with sector standards, while ensuring quality, cost-effectiveness, and efficient utilization of resources. • Conduct regular field monitoring and follow up on corrective actions to ensure quality implementation and compliance with instructions from the line manager.	20%

	Proven experience in construction site monitoring and supervision, with demonstrated capacity to conduct quality checks and ensure compliance with required technical standards.	
Effective and appropriate networking and coordination with different stakeholders are needed.	- Support the organization of project inception meetings, volunteer meetings, orientations, and capacity-building training at community and project levels. - Facilitate the formation and effective functioning of different project implementation committees in coordination with relevant stakeholders. - Coordinate with relevant authorities and stakeholders to obtain NoC for verified and site development interventions. - Participate in relevant Shelter/SD sector, CiC, and other coordination meetings with stakeholders at FDMN camps and host communities. - Facilitate the formation and effective functioning of different project implementation committees in coordination with relevant stakeholders. - Establish and maintain effective working relationships with relevant humanitarian actors, local authorities, and sectoral partners to support project implementation. - Participate in relevant capacity-building training, orientations, workshops, and professional development activities.	15%
Project Reporting and Documentation	- Prepare and submit monthly activity reports to SMSD, CMO, and relevant agencies as required. - Collect and compile completion reports, case studies, photographs, and other media/documentation materials in line with project requirements. - Provide required technical and supporting documents to Shelter focal points and other relevant stakeholders. - Report implementation challenges, constraints, and emerging issues to the line manager and propose appropriate operational solutions. - Assist procurement-related processes, including preparation of requisitions, collection of quotations, and other required documentation.	10%
Others	- Support the implementation of seasonal and emergency response activities, including Ramadan, Qurbani, winterization, and other humanitarian interventions, as required. - Assist the Community Mobilization team in facilitating field-level activities and community engagement. - Ensure the visibility of project activities is properly maintained and conducted in accordance with donor and organizational requirements. - Willing and able to travel frequently, including extended stays in remote project locations, as required. - Promote a safe and respectful working environment by preventing and reporting harm, abuse, neglect, harassment, exploitation, and other safeguarding concerns in accordance with organizational policies. - Being a member of Islamic Relief as a child-friendly organization, it is the core responsibility and obligation of each staff member to understand and obey the IR Child Protection & PSEA Policy and respond accordingly as and when required. - Perform any other duties assigned by the Supervisor.	5%
	Total	100%

Person Specification:

Essential:

Academic Qualification

- Diploma in Civil Engineering.

Experience

- Minimum 3 years of working experience in Humanitarian Response/FDMN/Development Sector preferably in Shelter Sector in CXB FDMNs Camps.

Core Competencies

- Strong skills in project implementation, social and community mobilization and activity management.
- Strong commitment to the organization's vision & mission.
- Excellent planning, analytical, and strategic management skills.
- Strong commitment to IR's core values: Sincerity, Excellence, Social Justice, Custodianship, and Compassion.
- High level of integrity, professionalism and accountability.
- Strong teamwork, leadership, collaboration, and conflict-resolution skills.
- Commitment to self-development, continuous learning, and quality improvement, with strong self-confidence and motivation.
- Positive attitude and ability to work effectively and collaboratively within a team.
- Excellent interpersonal and professional communication skills.
- Good knowledge of personal health, safety, and security practices.
- Willingness to uphold and adapt to IR's organizational norms and values.
- Willingness to travel and work in Bangladesh's most remote areas.

IT Skills

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

Language Requirements

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

Desirable

- Knowledge of project management, financial management, communication and networking.
- Strong problem-solving and decision-making skills.

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.