

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 (WASH)
Number of Vacancies	03
Working Place	Ukhiya & Bhashanchar
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 March 31, 2027
Employment Status	Full time
Monthly Salary Grade	BDT 50152/= (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 quality construction and installation of WASH facilities through effective planning, technical design, and supervision	- Assist in identifying a suitable site for construction work. - Prepare daily receive notes and delivery notes at the field level. - Make a plan for construction activities as per project needs. - Capable of finding out the instruction for AutoCAD drawing & design. - Responsible for the field construction activities such as WaSH infrastructures (Deep Tube wells, Sanitary Latrines, Hygiene Promotion etc.) - Effectively manage Faecal sludge and solid waste in the Ukhiya. - Capable of checking good quality materials and Construction work. - To implement project activity according to technical specifications. - Identify feasible sites for WASH facilities. - Facilitate caretaker training, user group training, majhi & CBC training - Conduct water quality tests of selected parameters using field kits at Ukhiya. - Prepare bills & check the bill vouchers. - Conduct Technical and environmental surveys (pre-survey, post-survey etc) as per project requirements. - Prepare different IEC & BCC materials related to construction work and Hygiene promotion at Ukhiya.	30%

Ensure appropriate beneficiary and site selection for WASH interventions in line with IR principles and guidelines	• Conduct a door-to-door household survey to identify the most vulnerable beneficiaries at Ukhiya. • Conduct FGD with different stockholders and communities. • Organized various assessments like PDM, KAP survey, and KII as per project needs. • identifying suitable sites for WASH activity implementation at Ukhiya. • Ensure daily attendance for casual labour & approved volunteers in WASH activities. • Assist to prepare a beneficiary list, Muster roll, and distribution/handed over copy, etc. • Close communication with Majhi, community leader, SMS, health & wash actors. • Casual labor management for different work. • To collect various eligible lists for distributing NFI & Hygiene kits • Form community lead volunteer group, HP group, and User group. • Supervise the beneficiary's identification as per fixed selection criteria and by the methodology fixed by IR. • Select the most appropriate site for WASH infrastructure at the Ukhiya camp. Finalize the beneficiary by ensuring endorsement and validation from relevant authorities.	20%
Ensure quality and accountable WASH services through effective monitoring and compliance with standards	• Monitor hardware activities according to the monitoring checklist. • Conduct periodic water quality testing of borehole water supply, as well as DTW and STW. • Prepare individual work plans in line with project activities. • Ensure safe disposal of faecal sludge and effective solid waste management in Ukhiya. • Supervise construction activities at the beneficiary level. • Ensure PSEA, safeguarding, and CFRM are integrated into project implementation. • Prepare and execute business plans at the community level. • Prepare and follow the hardware monitoring checklist. • Demonstrate proven capacity in construction site monitoring and quality control. • Ensure quality construction in accordance with drawings, designs, and guidelines. • Follow individual work plans for quality control of project activities. • Ensure compliance with standards, instructions from the line manager, and Islamic Relief Bangladesh procedures. • Supervise and monitor each stage of the activities.	20%
Do effective and appropriate networking and coordination with different stakeholders	• Assist in organizing inception meetings at different levels. • Organize various working relationship-building orientations and training. • Formulation of the project implementation committee. • Ensure the NOC after the selection of the scheme with relevant stakeholders. • To participate in various coordination meeting as WASH & WASH sector meetings and CiC coordination meetings at Ukhiya. • Involve project implementation teams in the implementation of the project • 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, Case studies, and media materials 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. • Support for the Procurement of materials like requisition, quotation collection etc.	10%

Others	• Participate in sessional programs like winterization, Eid festival and Qurbani program. • Propose some methodology, according to the proposal, and provide it with the experience and lessons learnt from the other organizations. • Perform any other duties assigned by the supervisor as per program needs and organizational rules. • Support the community mobilization team. • Ensure visibility of the project. • Ensure the complaint response and feedback mechanism in field level.	5%
	Total	100%

Person Specification:

Essential:

Academic Qualification

- Diploma in Civil 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, Volunteer supervision, distribution events, Vendor management, and AutoCAD.

Core Competencies

- Strong competencies in project implementation, social and community mobilization, facilitation, reporting and documentation, financial management, communication, and networking.
- Excellent coordination, networking, communication, and activity management skills.
- Strong problem-solving and decision-making abilities.
- Strong commitment to the organization's vision & mission
- Strong commitment to IR's core values: Sincerity, Excellence, Social Justice, Custodianship, and Compassion.
- High level of integrity, professionalism, accountability.
- Commitment to self-development, continuous learning, and continuous quality improvement, with a high level of self-confidence and motivation.
- Strong teamwork, leadership, collaboration, and interpersonal skills.
- Positive attitude and ability to work effectively and collaboratively in diverse team environments.
- Excellent interpersonal, communication, and relationship-building skills.
- Good knowledge of personal health, safety, and security practices.
- Willingness to uphold and adapt to IR's organizational policies, norms, and values.
- Willingness to travel and work in Bangladesh's most remote areas.

Technical & IT Skills

- Proven expertise in using **Auto CAD** & construction design software.
- 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

- Knowledge and practical understanding of project management and Monitoring & Evaluation (M&E).
- Excellent planning, analytical, and strategic management skills.
- Strong conflict resolution 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.