

Organization	Islamic Relief Bangladesh
Head Office Address	Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, islamicrelief.org.bd
Vacancy Title	Project Officer (In charge)
Number of Vacancies	01
Working Place	Khulna (Dumuria)
Nature of Role, Nationality	Project Staff, Bangladeshi National.
Reporting Line Management	Deputy Programme Manager- Operation
Project	Lifesaving safe water Initiatives in Bangladesh (LIFE)
Programme	Humanitarian & Resilience
Project Duration	Project Duration up to 28 February 2027
Employment Status	Full time
Monthly Salary Grade	BDT 68294/=
Benefits & Allowances	Mobile bill, Tour allowance/Per-diem, Provident fund, Weekly 2 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	Islamic Relief Bangladesh is implementing a climate-resilient WASH project in Dumuria Upazila of Khulna District to address the growing drinking water crisis caused by salinity intrusion, seasonal freshwater scarcity, waterlogging, and climate change. The project targets 400 water-vulnerable households, with priority given to women, children, older persons, persons with disabilities, and other marginalized groups who face limited access to safe drinking water. Key interventions include the installation of 40 gender-sensitive, disaster-resilient, and disability-inclusive Deep-Set Pumps (DSPs) , providing year-round safe drinking water to approximately 1,560 people. To ensure sustainability, 80 community caretakers will receive practical training on operation and maintenance of the water points and each site will be provided with a Water Point Maintenance and Repair Toolbox. In addition, 400 community members will participate in hygiene and nutrition promotion sessions to improve safe water handling, sanitation, and health practices. The project adopts a community-led implementation approach through Community Procurement Teams, engaging local mechanics and masons under the technical supervision of Islamic Relief Bangladesh to strengthen community ownership, accountability, and the long-term functionality of the water facilities.

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 (%)
Project Implementation	- Ensure sound project management and take full responsibility for the overall implementation of the emergency humanitarian support project, as per the project documents and the IR rules and regulations; - Support and coordinate the preparatory activities of the project including office setup, participatory planning, selection of the locations, technical survey & beneficiaries' selection. - Build, motivate and lead a high-performing team consisting of project personnel, expert consultants, and service providers. - Provide inputs in the identification of linkages between the project and other related projects to maximize the efficient and effective use of resources;	40%

	• Design projects implementation guideline and prepare project implementation plan (PIP) considering proposal and local context to achieve set goals and objectives • Provide strategic direction, oversight & leadership to Project staffs to manage the project. • Hold overall responsibility for maintaining strict compliance to donor rules and regulations. • Oversee and manage the budget as per project documents and authority grid and carry out the monthly expenditure analysis, prepare reports and requirement of fund. • Ensure that minimum standards in financial and logistics management are met to ensure accountability and transparency. • Support program staff to use appropriate project management tools to plan, review and track progress on project implementation as well as on the utilization of project resources. • Ensure quality and impact of the program and emergency responses, ensuring that gender inequity is addressed. • Ensure that local purchase and expenditure are done as per Islamic Relief Bangladesh policy. • Ensure the stock book, Inventory and other essential register are maintained properly and timely in effective manner as per Islamic Relief Bangladesh policy • Checking the all-bill voucher within the team and forwarded to Finance officer for necessary action.	
Capacity Building Initiatives	• Facilitate project orientation sessions for newly onboarded project staff members. • Develop and deliver training sessions on humanitarian topics including Water, Sanitation, and Hygiene (WASH), shelter management, and protection. • Provide personalized coaching sessions to staff members to deepen their understanding of project goals and objectives. • Conduct training sessions for masons, carpenters, and shelter construction workers on improved construction practices. • Provide follow-up training sessions, hands-on training at the household level, and organize refresher trainings on hazard-resistant construction techniques.	20%
Monitoring, Evaluation, Reporting, and Documentation	• Monitor project activities effectively, preparing monthly work plans and ensuring their implementation. • Regularly follow up on project activities, financial status, and progress. • Address crucial project-related problems forwarded by field staff promptly. • Prepare and submit monthly, quarterly, and final reports as per program and project requirements. • Provide progress reports to the country office and update financial reports as necessary. • Meet various reporting deadlines and maintain proper documentation, adhering to IR guidelines.	20%
Coordination, CFM and Advocacy	• Organize project inception meetings at different levels and liaise with partners, government representatives, donor agencies, and NGOs for smooth project implementation. • Participate in meetings with upazila and district administration, ensuring transparent coordination and regular information-sharing. • Coordinate with other IRB staff, attend program review meetings, and organize lesson-learning workshops for organizational development. • Arrange project exit meetings at community and LGI levels and collect successful project completion letters from relevant authorities... • Ensure the functionality of CRM throughout the project stages, providing continuous orientation to staff. • Maintain complaint logs and registers at the project office level and ensure project visibility at various stages and levels.	15%
Other requirements	• Actively participate in and engage with seasonal programs such as Ramadan, Qurbani, Winterization, etc., ensuring smooth implementation of related activities. • Ensure that local purchases and expenditures are conducted in accordance with Islamic Relief Bangladesh policies and procedures. • Maintain stock books, inventories, and other essential registers accurately and in a timely manner to facilitate efficient project operations. • Assist in the procurement process for materials, including requisition and follow-up, to ensure timely acquisition and delivery of necessary resources. • Take proactive initiatives to ensure the security of project staff and participants during project interventions, prioritizing safety at all times.	5%

	- Facilitate donor and external visits, ensuring that visitor recommendations are addressed promptly and effectively. - Demonstrate willingness and ability to travel frequently for extended periods, including to remote project areas, as required by project needs. - Perform any other duties as assigned by the Supervisor, contributing to the overall success of project implementation	
Total		100%

Person Specification:

Essential:

Academic Qualification

- Bachelor of Civil or Environmental Engineering or Social Sciences or Development Studies or Disaster Management, Geography & Environment or any other relevant discipline from reputed College / University.

Experience

- Minimum 5 years of working experience in Project management & Previous managerial or supervisory experience
- NGO Experience in national & international especially on WASH, Shelter, Seasonal Program and Emergency Humanitarian Response related project will be considered as an added advantage

Core Competencies

- Strong skills in Project Implementation Skill, Project Management, Social/Community Mobilization Skill, Facilitation Skill, Reporting & Documentation Skill.
- Excellent in Coordination/Networking/Communication Skill.
- Strong skills in Problem-Solving, Conflict Resolution & Decision Making.
- Demonstrated teamwork, Leadership and collaboration skills.
- Excellent in Activity Management, Financial Management, Communication & Networking,
- Positive attitude and willingness to collaborate effectively within teams.
- Commitment to IR Values: Sincerity, Excellence, Social Justice, Custodianship, and Compassion.
- Committed to self-development, continuous learning and quality improvement; displays self-confidence and self-motivation.
- Excellent interpersonal and behavioural skills.
- Knowledge of personal health, safety, and security.
- Willingness to adapt to IR's norms and values.
- Skills in planning, analytical/strategic management.
- Commitment to the organization's vision and mission.
- Demonstrates a high level of integrity and professionalism.
- Willing to travel and work in Bangladesh's most remote areas.

IT Skills

- Proficiency in Microsoft Word/Excel /PowerPoint & Basic Internet using.

Language Requirements

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

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.