



Vacancy Title	Assistant Project Officer (Technical) Solid Waste Management		
Number of Vacancies	1		
Working Place	District Name	Name of City/P.S/Upazilla	Name of Area/Union/Ward
	Cox's Bazaar	Ukhiya	Ukhiya

Main Job Responsibilities:

Objective	Activities	Working & Time Ratio (%)
Effectively implement and manage solid waste and ensure quality, standards, and appropriateness.	<ul style="list-style-type: none"> Management of solid waste in the Rohingya camps, materials recovery facilities, plastic recycling plant operation, and drain waste management. Manage organic, inorganic, inert, and silt management in the camp context. Prepare context-specific and need-based drawing design & estimation of hardware activities through AutoCAD software. Prepare individual work plans according to project activity and analytical competencies to identify program needs. Prepare & follow the hardware monitoring checklist. Ensure quality construction according to drawing, design and guidelines Follow the individual work plan for quality control of project activities. Supervise construction activities at the beneficiary level. Prepare a business plan at the community level and execute it as per the proposal and organizational guidelines. Check work orders and specifications to ensure good quality materials reception, To conduct water quality tests periodically in the responsible area of Ukhiya. follow WASH sector guidelines and WHO standards to serve water to community people. Supervise and monitor each stage of the activities. Provide programmatic inputs and assist the line manager in designing new projects/interventions related to solid waste management. Ability to cross-check FSM and solid waste management standards for a healthy environment. Monitor the working progress & ensure the quality of project activities & inform the Project Managers. 	35%
Appropriate beneficiary and site selection according to the IR Principle and guideline	<ul style="list-style-type: none"> Conduct FGD with different stockholders and communities at Ukhiya 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. Assist in identifying suitable sites for WASH activity implementation Ensure daily attendance for casual labour & and volunteer in WASH activity. Efficiently volunteer management Capable of identifying the most affected and vulnerable rightsholders. 	25%

	<ul style="list-style-type: none"> • Prepare environmental and social screening checklist for hardware installation. • Provide effective work plans to volunteers and beneficiaries for managing construction work. • To collect various eligible lists for distributing Hygiene kits • To conduct various meetings with CBC, Majhi, caretaker, and user group. • Form community lead volunteer group, HP group and CDG • Conduct a door-to-door survey to finalize beneficiaries. • Supervise the beneficiary's identification as per fixed selection criteria and by the methodology fixed by IR. • Finalise the beneficiary by ensuring endorsement and validation from relevant authorities. • Prepare a beneficiary list, Muster roll etc. 	
Effective and appropriate networking and coordination with different stakeholders of project intervention.	<ul style="list-style-type: none"> • Assist in organising inception meetings at different levels. • Participate in various coordination meetings at the camp level 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 workshops. 	15%
Effective project activities monitoring, reporting, and documentation to meet the project objectives.	<ul style="list-style-type: none"> • Prepare individual work plans according to project activity. • Prepare & follow up on the hardware monitoring checklist and social & environmental screening. • Ensure quality construction of hardware activities according to drawing, design sectoral guidelines and organization rules & regulations. • Supervise construction activities at the beneficiary level. • Prepare a business plan at the community level and execute it as per the proposal and organizational guidelines. • Check work orders and specifications to ensure good quality materials reception, • Conduct water quality tests periodically in the Ukhiya responsible area for monitoring purposes. • Ability to cross-check FSM and solid waste management standards for a healthy environment. • Provide monthly activity reports to SMSD, CMO, sector and other agencies. • Collect completion reports according to requirements. • Provide the necessary documents to WASH focal points, agencies, etc. • Report back any problems and constraints encountered during the course of the activities and suggest operational solutions. • Supported the procurement of materials like requisition, quotation collection, etc. 	15%
Other	<ul style="list-style-type: none"> • Participate & involve with seasonal programs (Ramadan, Qurbani, Winterization, etc.) activities. 	10%

	<ul style="list-style-type: none"> • Ensure that local purchases and expenditures are done as per Islamic Relief Bangladesh policy. • Maintain the stock book, inventory, and other essential registers properly and timely in an effective manner. • Support in the procurement of materials like requisition, follow-up, etc. • Take initiatives to ensure the security of project staff and participants during the intervention. • Willing and able to travel frequently for extended periods and to remote areas of the projects. • Ensure the safety of team members from any harm, abuse, neglect, harassment, exploitation, Fraud, Bribery & Money Laundering to achieve the program's goals of safeguarding implementation and as well as Act as a key source of support, guidance, and expertise on the safeguarding of harm, abuse, neglect, harassment, and exploitation, Fraud, Bribery & Money Laundering for establishing a safe working environment • 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. 	
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Person Specification:

Academic Qualification:		
Degree Name	Subject	
Bachelor	B.Sc. in Civil or Environmental Engineering (Existing IR staff Diploma holders are also encouraged to apply)	
Sectoral Experiences	Minimum Years	03
	Sector	<ul style="list-style-type: none"> • Experience in WASH sector preferably solid waste management, faecal sludges management, plastic waste management, Rain water harvesting systems.
Competency Framework (Skill)		
Competency Name	Essential	Desirable
General:		
Project Implementation Skill.	√	
Project Management	√	
Social/Community Mobilization Skill	√	
Facilitation Skill	√	
Coordination/Advocacy/Networking/Communication Skill	√	
Reporting & Documentation Skill	√	
Monitoring & Evaluation Skill	√	
Basic Photographic Skill		√
Financial management	√	
Decision making	√	
Conflict resolution	√	
Leadership		
Self-development	√	
Problem solving	√	
Planning, analytical and organizational skills	√	



Strategic Management	√	
Ability to work under pressure and manage workload effectively	√	
Supportive, effective and good team player	√	
Staff Management	√	
Willing to adapt to IRW's norms and values		
Autocade software	√	
Water Supply Management	√	
Faecal Sludge Management	√	
Solid Waste Management	√	
IT Skill: AutoCAD software, KoBo Toolbox, Working knowledge/Proven Expertise of Microsoft Word/ Excel/ PowerPoint/AdobePhotoshop/Illustrator/Basic Internet	Proficiency of Microsoft word/ Excel/PowerPoint Auto Cad software	
Language: Excellent/Working knowledge- Reading/Writing/Speaking/Listening- English/Bengali/Other-1/Other-2	Fluency in Reading/ Writing/Speaking/ English & Bengali	
Physical: No serious illness	√	
Prerequisites: Have a valid driving license for a motorbike and be willing to travel and work in the most remote areas of Bangladesh.	√	

APPLY INSTRUCTION:

If you feel that your qualifications, exposure, and experience match our requirements, and you are willing to commit to our values and are sympathetic to our beliefs then please download the Application Form from our official website (islamicrelief.org.bd) and send the filled form to **recruits@islamicrelief-bd.org** on or before the closing date. Please mention only the "Position Name" as the subject of the e-mail. **Only** shortlisted candidates will be contacted for a selection Test.

EQUAL OPPORTUNITIES:

Islamic Relief Bangladesh considers diversity in the workplace and is a committed equal-opportunity employer. We encourage applications from all suitable candidates **regardless of gender, race, family or marital status, ethnicity, disability, class, caste, or religion.**