



Vacancy Title	Assistant Project Officer- Hygiene Promotion and behavioral changes		
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 (%)
Ensure Effective Hygiene Promotion & behavior change Activities	<ul style="list-style-type: none"> 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 behavior 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. 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. 	35%
Project intervention monitoring & Beneficiary selection according	<ul style="list-style-type: none"> 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. 	25%

<p>to the IR Principle and guideline</p>	<ul style="list-style-type: none"> • 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. 	
<p>Effective and appropriate networking and coordination with different stakeholders are needed.</p>	<ul style="list-style-type: none"> • Trains and informs existing and new staff on budget procedures, making sure that they understand 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 meetings such as 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. • 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. 	<p>15%</p>
<p>Project reporting and documentation</p>	<ul style="list-style-type: none"> • Writing weekly reports to the line manager and verbal reports whenever necessary. • Draft the filed visit, PDM and training reports in quality and submit them 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 the 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 activities and suggest operational solutions. • In collaboration with the WASH Project Manager, ensure budget planning and logistic arrangements for day-to-day hygiene promotion 	<p>15%</p>

	activities: Making and following up on internal purchase requests, quality control of material delivered by suppliers, and planning team movements with logistics.	
Other	<ul style="list-style-type: none"> Participate & involve with seasonal programs (Ramadan, Qurbani, Winterization, etc.) activities. 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. 	10%

Person Specification:

Academic Qualification:		
Degree Name	Subject	
Bachelor	Bachelors Equivalent (Public Health, Nutrition, Social science and relevant subject)	
Sectoral Experiences	Minimum Years	03
	Sector	<ul style="list-style-type: none"> Experience in WASH sector preferably experience with Hygiene Promotion & awareness-raising activities, behavioural change communication, and Hygiene approaches.
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 a good team player	√	
Staff Management	√	
Willing to adapt to IRW's norms and values	√	
Other (Please Specify).....	√	
Hygiene Promotion Activities	√	
Proven and good understanding of community-based approaches	√	
Knowledge of development and WASH Sector	√	
Quality Report Writing & Documentation		√
IT Skill: Proven Expertise in Microsoft Word / Excel/ PowerPoint/Adobe Photoshop/ Illustrator/Basic Internet	Working knowledge of Microsoft Word/ Excel/ PowerPoint/Internet	KoBo Toolbox
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.**