

Vacancy Title	Assistant Project Officer (Technical)		
Number of Vacancies	3		
Working Place	District Name	Name of City/PS/Upazilla	Name of Area/Union/Ward
	Satkhira and Jamalpur	Symnagar and Islampur	

Main Job Responsibilities:

Objective	Activities	Working & Time Ratio (%)
Implementation of the project in target location/s	<ul style="list-style-type: none"> ▪ In charge of overseeing technical aspects of small-scale infrastructure, WASH initiatives, and Cash for Work programs in assigned locations, under the guidance of the Project Manager and Technical Coordinator. ▪ Tasks include identifying suitable sites for Cash for Work and WASH projects, ensuring participant selection and schemes align with proposal criteria and obtain necessary approvals. ▪ Conducting feasibility studies, designing schemes, estimating costs, and facilitating contract processes including preparing Bills of Quantities (BOQ). ▪ Ensuring compliance with relevant authorities and stakeholders, maintaining quality throughout implementation, monitoring progress, and managing project expenditures. ▪ Assisting in preparing Disaster Management plan reports and ensuring inclusivity of marginalized groups throughout project activities. ▪ Coordinating with team members, participating in assessments and evaluations, and organizing workshops and meetings. ▪ Engaging in community mobilization within organizational guidelines and adhering to project timelines, budgets, and quality standards. ▪ Supporting the implementation of Complaints & Feedback Mechanisms, Child Protection, Safeguarding, and Gender Sensitivity measures related to project activities. ▪ Additionally, supporting the implementation of food security and livelihood activities, planning construction and Cash for Work activities according to project needs, including preparing designs and BOQs. ▪ Responsible for field construction activities, including identifying feasible sites, managing billing processes, conducting technical and environmental surveys, and preparing various IEC materials related to construction work. ▪ Monitoring field construction activities, including WASH infrastructures, and ensuring the quality of structural interventions according to project requirements. ▪ Developing site selection criteria and facilitating hygiene promotion, caretaker training, and awareness sessions for communities at the grassroots level as required by the project. ▪ Estimating structural interventions and preparing specifications based on the local context, and conducting technical and environmental surveys and community consultations to ensure the appropriateness of project activities. ▪ Preparation of bill & check the bills vouchers of WASH and small scale DRR activities ▪ Develop KOBO questionnaires, conduct data screening, and prepare the final list 	60%
Ensure effective monitoring of project intervention	<ul style="list-style-type: none"> ▪ Monitor and track the progress of work, ensuring the quality of project activities, and promptly informing line management. ▪ Conduct basic water quality parameter testing using field kits. ▪ Monitor work progress, ensure project activities' quality and materials, and report to the project focal point or supervisor. ▪ Oversee construction activities at the community level. 	10%

	<ul style="list-style-type: none"> ▪ Develop and execute business plans at the community level according to the proposal and organizational guidelines. ▪ Supervise and monitor each stage of activities, ensuring adherence to standards, instructions from line managers, and Islamic Relief Bangladesh procedures. ▪ Monitor work progress, ensure project activities' quality, and report to the Project Manager. 	
Capacity building initiatives	<ul style="list-style-type: none"> ▪ Facilitate Caretaker training sessions within the community to promote the sustainability of WASH interventions. ▪ Provide follow-up training sessions, hands-on training at the household level, and refresher courses. ▪ Organize Hygiene promotion training sessions at the community level. ▪ Assist in conducting training sessions on food security and livelihood issues. ▪ Support capacity-building initiatives within the community regarding protection issues. 	10%
Do effective and appropriate networking, and coordination with different stakeholder.	<ul style="list-style-type: none"> ▪ Gather or create media and communication materials (such as photographs, case studies) to enhance project visibility. ▪ Assist in organizing inception meetings at various levels. ▪ Formulate project implementation committees (PIC) for CFW scheme. ▪ Ensure the acquisition of necessary NOCs after scheme selection with relevant stakeholders. ▪ Engage UDMC and other project implementation teams for effective project execution. ▪ Coordinate with DPHE for implementation of WASH interventions ▪ Coordinate and network with stakeholders for project implementation. ▪ Assist in the phase-out meeting and lesson-learned workshop for further organizational development. ▪ Represent Islamic Relief Bangladesh in coordination meetings at Union and City levels. 	10%
Project reporting and documentation	<ul style="list-style-type: none"> ▪ Assist the supervisor in preparing monthly, quarterly, interim, and final narrative reports in accordance with the proposal and project requirements. ▪ Support the supervisor in compiling monthly progress reports. ▪ Organize and maintain all project-related documents as directed by the supervisor, ensuring timely approval and organization. ▪ Support to archiving project documents (both hard copy and electronic copy) following IR guidelines. 	5%
Others	<ul style="list-style-type: none"> ▪ Participate & involved with seasonal programs (Ramadan, Qurbani, Winterization etc.) activities. ▪ Support in the procurement of materials like requisition, follow-up etc. ▪ Facilitate donor/external visits and ensure that recommendations of visitors are addressed. ▪ Ensure the safety of team members from any harm, abuse, neglect, harassment, exploitation, Fraud, Bribery or 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. ▪ Willing and able to travel frequently for extended periods and to remote areas of the projects. ▪ Perform any other duties assigned by the Supervisor. 	5%

Person Specification:

Academic Qualification:



Degree Name		Subject	
Bachelor		BSc /Diploma in Civil Engineering from any recognized University or Institution.	
Sectoral Experiences	Minimum Years	03 (Minimum 3 years for BSc or 5 Years for Diploma Engineers)	
	Sector	Experience in working with: <ul style="list-style-type: none"> Food Security and Livelihood, Cash for Work, WASH and Protection, GVB related small scale infrastructure planning, designing, estimation, and implementation. Working Experience in a coastal and flood-prone areas 	
Competency Framework (Skill)			
Competency Name		Essential	Desirable
General:			
WASH and Climate Change Adaptation related small scale infrastructure identification, planning, designing, estimation and implementation		√	
Social Mobilization Skill		√	
Facilitation Skill		√	
Coordination/Advocacy/Networking/Communication Skill		√	
Reporting & Documentation		√	
Monitoring & Evaluation Skill		√	
Basic Photographic Skill/ AutoCAD/ Design/drawing		√	
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		√	
IT Skill: Working knowledge of Microsoft Word/ Excel/PowerPoint/ Basic Internet/ etc.		Working knowledge of Microsoft Word/ Excel/Power Point/ Auto CAD or any engineering design related program	√
Language: Excellent/Working knowledge- Reading/Writing/Speaking/Listening-English/Bengali		Working knowledge- Reading/Writing/Speaking/ Listening for English & Bengali	√
Physical: No serious illness		√	
Prerequisites: Have a valid driving license for motor bike and 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.**