ActionAid Bangladesh is looking for suitable candidate for the following position:

**Technical Officer (Design & Planning)**

**Project**: Site development  
**Department**: Humanitarian Response  
**Location of posting**: Cox’s Bazar  
**Types of contract**: Contractual  
**Duration**: Up to 31 March 2020 (Upon donor approval and fund availability)  
**Number of position**: 1 (One)  
**Salary and benefits**: Competitive Salary package with other admissible benefits such as medical benefit, group life insurance etc.

**Position Summary:**
Technical Officer - Design & Planning is responsible for designing and planning for site Development Activities in camp, collect information, land verification, soil test etc., coordination with site development team members.

**Key responsibilities include (not limited to):**

**Site plan and scheme design**
- Planning and designing, coordinating and supervising site development and disaster preparedness activities under the supervision of the Technical Coordinator;
- Responsible for preparing AutoCAD of BoQ as per the design of a specific scheme. And after completion of a scheme, adjust expenditure in line with BoQ;
- Ensure that schemes are implemented as per ISCG guidelines, and if necessary, propose adjustment or improvements to ensure the high standard of work;
- Ensure that project activities meet requirements and help achieve project goals.

**Assessment, reporting and documentation**
- Coordinate Identify CFW Scheme like Disaster Risk Reduction (DRR) activities, Drainage Development etc;
- Participate in regular camp-level program meetings;
- Assist in the preparation of regular program reports.

**Relationships**
He/she will report to **Technical Coordinator** of the project, the Technical Officer (Design & Planning) will undertake responsibilities and tasks but keeping in mind s/he should be flexible and able to adapt to the changing context and perform tasks as necessary related to the project.

**Required Educational Qualification and Experience**
- B. Sc in Civil Engineering or Diploma in Civil Engineering.
- At least 3 years’ working experience in civil engineering and construction work.
Experience in CCCM/Site development is highly desired specially site planning.
Ability to work hard under pressure to meet deadlines.
Team-work oriented, capacity to work independently; personal commitment, efficiency, flexibility, experience in working effectively and harmoniously with colleagues from varied cultures and professional backgrounds at all levels.

Technical Skills
- Excellent understanding on field operation and CFW program implementation.
- Proficiency in local language can be an advantage.
- Demonstrated ability to work well under pressure to meet deadlines.
- Team-work oriented, capacity to work independently; personal commitment, efficiency, flexibility, experience in working effectively and harmoniously with colleagues from varied cultures and professional backgrounds at all levels.
- Fluency in English is required

Other Requirements:
- Understanding of Human Rights Based Approach (HRBA) and Core Humanitarian Standard (CHS)
- Orientation re gender sensitivity.
- Ability to work under extreme pressure and meeting deadlines.
- Team player with strong experience in multi-cultural and multi-ethnic environments.

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:
- Last date of application is **Sunday, December 15, 2019**
- Please **click here** to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone-call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards child abuse, exploitation and child labor and expects all employees to abide by the Child Protection Policy of ActionAid Bangladesh.

N.B: There is no cost involved with applying for positions with ActionAid Bangladesh. Any solicitation of job application costs should be regarded as fraudulent.