

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

Associate Technical Officer – Water & Sanitation

Project Name	:	Provision of Water, Sanitation, and Hygiene (WASH) Services in Rohingya Refugee Camp in Cox's Bazar
Location of Posting	:	Based in Ukhia
Types of contract	:	Fixed-term contract up to 30th November 2026 (renewable depending on funding availability and performance).
Salary and benefits	:	Monthly Gross Salary with other admissible benefits such as mobile & internet allowance, group life insurance etc.

Job Summary:

ActionAid Bangladesh (AAB) is responding to the Rohingya crisis since 2017 and running its programme on Protection, Site Management, Site Development, Self-Reliance & Livelihood, WASH etc. AAB is going to start a new project on WASH with the funding support from IOM, the UN Migration Agency.

AAB is looking for an enthusiastic Associate Technical Officer – Water & Sanitation for its WASH project. The position is responsible for assisting Technical Officer - WASH (Civil Engr.) in overall planning, implementing and monitoring of the WASH activities at Camp. It requires clear understanding on engineering design, studying maps, drawing and blueprints, calculating costs for labor, materials, liaison with govt. and non-govt. related stakeholders, environment & climate friendly construction, reporting and documentation skill. The position also requires knowledge about gender responsive and sensitive approach, human rights-based approach as well as to be respectful to local context, values, norms of community. S/he must have networking and liaison capacity to strengthen connection with DPHE, CiC officials and other NGOs.

Key responsibilities include (not limited to):

Project Implementation (60% of Time)

- Assist Project Manager / Technical Officer (WASH) to oversee and manage the Water, Sanitation, Hygiene and Environment related project activities as per organization / WASH sector guidelines.
- Conduct regular monitoring for full technical supervision and provide technical inputs, where necessary.
- Prepare drawing, design, BoQ and responsible for construction or rehabilitation of different types of WASH facilities.
- Coordinate community mobilization and sensitization of community on WASH activities under the project.

- Maintain regular O&M and repair activities for all WASH facilities, such as water supply, fecal sludge management/desludging, waste collection & management activities, water quality field-tests, waste treatment plant (MRF) etc.
- Daily managing community volunteers (Tubewells mechanics, Repair-maintenance volunteers, desludging and SWM workers) and labor in the camp.
- Ensuring functionality of all WASH facilities at the respective block level.
- Supervise national volunteers / facilitators.

Coordination and Communication (20% of Time)

- Liaise with SMSD, NRM / DRR, government authorities (CiC Officials) and other stakeholders at camp to ensure effective coordination and collaboration.
- Regular coordination with CMO (Care & Maintenance Officer) of camp, update them about project activity and arrange visit of project activities.
- Maintain regular coordination with IOM Camp WASH Focal to ensure proper coordination and information sharing.

Reporting and Documentation (20% of Time)

- Collect, analyse and report WASH data and contribute to internal and donor reporting requirements.
- Documentation of project's learning, good practices, success, and failure stories with initiative to publish and disseminate those through proper channel and medium.
- Timely reporting any gaps and/or duplication in service delivery and advocating through the appropriate mechanism for achieving agreed minimum standards and service delivery quality.
- Prepare monthly and quarterly narrative progress reports, and organize monthly & quarterly progress reviews.
- Assist the MEAL Officer for proper analysis of camp profile database and ensure proper reporting as per agreed plan.

Relationships

The incumbent will report to the **Technical Officer**.

Required Educational Qualifications and Experiences

- Bachelor's or Diploma degree in WASH related studies (civil engineering, environment, public health, URP etc.) or equivalent other relevant disciplines.
- At least 3 years working experience, including 2 years in Rohingya crisis in NGO sector.

Required Technical Competencies

- Experience in development sector / humanitarian response program is preferable.
- 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.
- Strong communication skills in both verbal and written in English and Bangla.

- Computer skills on AutoCAD, MS word, Excel, PowerPoint etc.
- Design skills, Site/infrastructure development, Database design, Planning, Drafting, Problem solving skill etc.
- Adaptable and able to work under pressure.
- Skills in report writing, documentation and presentation.
- Gender sensitive and familiar with humanitarian principles, Human Rights Based approach
- Good knowledge of using internet and software packages (i.e. MS Office, Kobo Toolbox etc.).
- Proficiency on local language (Rohingya) can be an added value.

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- The last date of application is **01 September 2026**. Due to emergency, recruitment will be on rolling. The interested candidates are requested to apply early before deadline
- Please [Click Here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce, ensuring equal opportunity for 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 Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

N.B: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from a job applicant should be regarded as fraudulent.