

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

Technical Officer

Project Name	:	Life-saving Shelter Assistance for Vulnerable Rohingya Households in Cox` s Bazar, Bangladesh
Location of Posting	:	Teknaf
Number of positions	:	02
Type of contract	:	Fixed term contract
Duration of Contract	:	Up to 14 April 2027 (if not extended)
Salary and benefits	:	Monthly Gross Salary BDT. 79,561 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary:

The Officer-Technical will support the field-level technical implementation of the Shelter Project, ensuring activities are implemented according to approved designs, BoQs, workplans, technical standards, and quality requirements. The position will be responsible for technical drawing and design, field-level coordination, labour engagement planning, and mobilization of required resources to ensure timely and quality implementation of project activities.

Key responsibilities include (not limited to):

Field-Level Implementation: (30% of time)

- Supervise and support day-to-day implementation of shelter and Site Development (SD) activities at camp and block level in accordance with approved workplans, designs, BoQs, technical specifications, and relevant standards.
- Conduct regular field visits to monitor the progress, quality, safety, and compliance of ongoing activities and identify implementation gaps.
- Ensure construction and shelter-related activities are implemented according to approved technical specifications, measurements, designs, and quality requirements.
- Provide technical guidance to field teams, volunteers, contractors, and labourers to resolve implementation-related challenges.
- Monitor progress against planned targets, workplans, and timelines and immediately report delays, risks, deviations, and technical issues to the Project Engineer.
- Maintain accurate field records, including measurements, completed quantities, site observations, photographs, and other required implementation evidence.
- Verify completed works and quantities before submission for certification, payment, or further processing, as applicable.
- Support corrective actions where construction

Drawing and Designing: (20% of time)

- Prepare and review technical drawings, designs, measurements, BoQs, cost estimates, and other technical documents required for project implementation.
- Ensure drawings and designs are practical, technically sound, cost-effective, and aligned with approved project requirements and relevant shelter and Site Development standards.
- Revise designs, drawings, technical specifications, and BoQs based on field requirements, technical assessments, site conditions, and approved changes.
- Conduct technical assessments and measurements as required for shelter and SD interventions.
- Provide technical inputs for planning, budgeting, costing, modification, and prioritization of shelter and SD interventions.
- Maintain organized records of approved drawings, designs, BoQs, revisions, and technical documentation.

Field-Level Coordination: (15% of time)

- Coordinate with Camp-in-Charge (CiC), camp authorities, SMS/CCCM actors, block-level structures, communities, project staff, contractors, volunteers, and relevant sector actors to facilitate smooth implementation of project activities.
- Maintain regular communication with field-level stakeholders regarding implementation schedules, technical requirements, access, labour needs, material delivery, and emerging challenges.
- Participate in relevant field coordination meetings, technical discussions, joint assessments, and site visits as required.
- Follow up on field-level decisions and agreed action points to ensure timely resolution of implementation issues.
- Support the Project Engineer in addressing technical, operational, access, coordination, and resource-related challenges at field level.
- Communicate changes in field conditions that may affect project design, quantities, schedules, costs, or implementation approaches.

Labour Engagement Planning: (15% of time)

- Develop and maintain labour engagement plans based on project activities, implementation schedules, target locations, and required workforce.
- Estimate labour requirements for different shelter and SD activities and coordinate timely mobilization of the required workforce.
- Coordinate with relevant teams to address labour-related gaps and ensure timely availability of skilled and unskilled labour.
- Monitor labour attendance, deployment, productivity, and utilization in relation to planned activities.
- Ensure proper documentation of labour engagement, attendance, work completion, and supporting records to facilitate timely payment in accordance with AAB policies and procedures.
- Report labour shortages, performance issues, or other constraints that may affect implementation timelines.

Reporting, Documentation and Resource Mobilization: (20% of time)

- Prepare timely and accurate **daily, weekly, monthly, and activity-based technical progress reports** as required by the Project Engineer and project management.

- Provide regular updates on physical progress, completed quantities, achievements against targets, implementation status, challenges, delays, risks, and required corrective actions.
- Compile field-level data, measurements, photographs, beneficiary/activity information, labour records, material utilization records, and other evidence required for project reporting.
- Maintain systematic documentation of completed works, technical assessments, site inspections, measurements, drawings, BoQs, material records, labour records, and implementation evidence.
- Contribute technical information and data for donor reports, internal reports, situation reports, progress updates, presentations, and project reviews.
- Support preparation of **planned-versus-achieved analysis**, progress tracking sheets, activity dashboards, and implementation forecasts.
- Immediately report significant technical concerns, quality issues, safety risks, implementation delays, resource gaps, or deviations from approved designs and BoQs to the Project Engineer.
- Support documentation of lessons learned, good practices, challenges, case examples, and recommendations from field implementation.
- Ensure reported information is accurate, consistent, verifiable, and supported by appropriate field evidence.
- Identify and communicate field-level requirements for construction materials, tools, equipment, labour, and other resources.
- Coordinate with Procurement, Logistics, project teams, Finance, and relevant AAB departments to ensure timely availability of required resources.
- Monitor availability, consumption, storage, and appropriate use of materials, tools, and equipment at field level to minimize delays, losses, and wastage.
- Maintain and regularly update material requirement, utilization, and balance records where applicable.
- Support planning and forecasting of material, labour, equipment, and other resource requirements based on implementation schedules and progress.
- Report material shortages, delivery delays, abnormal consumption, damages, or other resource-related concerns to the Project Engineer in a timely manner.

Relationships

The Technical Officer will directly report to Project Engineer.

Required Educational Qualifications and Experiences

- Bachelor's degree in civil engineering or a related discipline.
- Additional training in shelter, construction management, humanitarian standards, or related areas will be an advantage.
- Minimum 3 years of relevant professional experience, preferably in shelter, construction, humanitarian response, or related programmes.
- Practical experience in technical field implementation, drawing, design, measurements, and BoQ preparation.
- Experience in supervising construction/shelter activities and engaging field-level labour.
- Experience working in humanitarian or camp-based settings will be an advantage.

Technical Skills

- Good knowledge of MS Office applications, particularly Word and Excel.
- Knowledge of AutoCAD or other relevant technical design software is mandatory.
- Good communication and field coordination skills.
- Good written and spoken English. Knowledge of Bangla and/or Rohingya will be an advantage.

Application instructions

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

- The last date of application is **11 October 2026**. Due to emergency, recruitment will be on rolling basis. 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.