

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

## **Construction Supervisor**

### ***(Internal Vacancy Announcement)***

Project Name	:	Natural Resources Management (NRM) Project, funded by WFP
Location of Posting	:	Based in Ukhia and Teknaf
Types of contract	:	Fixed-term contract up to 31 December 2026 (renewable depending on funding availability and performance).
Salary and benefits	:	Monthly Consolidated Salary with other benefits such as mobile & internet allowance, group life insurance and medical insurance only

### **Job Summary:**

The Construction Supervisor is responsible for managing and overseeing the technical execution of construction and infrastructure activities under the Natural Resource Management (NRM) project. The position involves conducting detailed field assessments, preparing designs, BoQs, and technical reports, and ensuring that construction works—such as slope protection, flood mitigation, drainage improvement, and climate-resilient infrastructure—are implemented efficiently, safely, and in line with environmental sustainability principles.

The role requires close coordination with project teams, local authorities, community representatives, and Cash-for-Work (CFW) participants to ensure quality implementation, compliance with technical standards, and alignment with project objectives. The Construction Supervisor also provides technical leadership during emergency situations and supports capacity building for staff and community workers.

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

#### **Technical Design, Engineering & Implementation Support (40% of Time)**

- Provide technical support and guidance for all construction and infrastructure-related activities under the NRM project.
- Prepare and review technical designs, drawings, BoQs, and implementation plans for climate-resilient infrastructure works.
- Lead the design and implementation of slope protection measures to prevent soil erosion and landslides in vulnerable areas.
- Design and oversee flood mitigation and control measures, including drainage improvement, flood protection structures, and erosion control works.
- Supervise secondary drain cleaning and drainage maintenance to ensure proper water flow and effective stormwater management and reforestation care and maintenance support in camps
- Advise on environmentally appropriate construction methods, materials, and techniques suitable for NRM and nature-based solutions.

- Develop and implement strategies to mitigate risks related to flooding, landslides, and soil erosion, strengthening both natural and built environments against extreme weather events.

#### **Field Visits, Assessments & Construction Supervision (20% of Time)**

- Conduct regular site visits to assess construction needs, environmental risks, and resource management challenges.
- Identify technical, logistical, and resource-related constraints affecting construction and NRM interventions.
- Provide practical technical recommendations based on field assessments.
- Oversee day-to-day construction activities to ensure compliance with approved designs, schedules, budgets, and safety standards.
- Conduct site inspections to verify workmanship quality, material usage, and adherence to technical specifications.
- Monitor effective use of construction materials and timely completion of works.

#### **Cash-for-Work (CFW) Supervision & Management (10% of Time)**

- Supervise Cash-for-Work (CFW) activities related to drain cleaning, slope protection, flood mitigation, and infrastructure maintenance.
- Manage CFW teams to ensure work is conducted safely, efficiently, and according to technical standards.
- Monitor attendance, productivity, and work quality of CFW participants.
- Evaluate the effectiveness of CFW interventions, ensuring alignment with project objectives and fair distribution of work opportunities.

#### **Coordination, Stakeholder Engagement & Emergency Support (10% of Time)**

- Coordinate closely with Project Managers, Engineers, technical teams, local authorities, community leaders, and humanitarian partners.
- Ensure integration of construction activities with other project components, including WASH, Site Management, Site Development, and Community Engagement.
- Represent construction progress and challenges in coordination meetings and provide regular updates to stakeholders.
- Provide technical leadership and support during emergency situations such as heavy rainfall, floods, cyclones, or landslides.
- Coordinate rapid infrastructure repair, flood mitigation, and rehabilitation efforts during emergencies.

#### **Training, Capacity Building & Knowledge Transfer (10% of Time)**

- Provide on-the-job technical guidance and training to CFW workers and project staff on construction techniques, safety protocols, and environmental safeguards.
- Support capacity-building initiatives for community members and stakeholders involved in construction, DRR, and risk mitigation activities.
- Promote safe working practices and environmental compliance at all construction sites.

#### **Reporting, Documentation & Compliance (10% of Time)**

- Prepare and maintain detailed construction progress reports, site inspection records, and technical documentation.
- Document challenges, risks, corrective actions, and lessons learned during implementation.

- Ensure compliance with organizational policies, donor requirements, environmental standards, and safety regulations.
- Maintain accurate records to support audits, monitoring, and reporting requirements.

## **Relationships**

The incumbent will report to the **Project Engineer**.

## **Required Educational Qualifications and Experiences**

- Bachelor's or Graduation degree in Civil Engineering, from reupdated institution.
- Education requirements may be considered flexibly based on strong and relevant professional experience.
- Minimum 3 years of experience in construction management, infrastructure development, or natural resource management in humanitarian or development settings.
- Hands-on experience in risk mitigation, flood control, slope protection, drainage systems, and other related infrastructure tasks.
- Experience with Cash for Work (CFW) projects, particularly in managing labor-intensive infrastructure work, is highly desirable.

## **Required Technical Competencies**

- Strong knowledge of construction methods, slope stabilization, drainage cleaning, waste segregation, and material handling.
- Familiarity with landslide risks, flood mitigation measures, and disaster risk reduction strategies.
- Ability to plan, supervise, monitor, and evaluate labor-based infrastructure works.
- Strong reporting and documentation skills.
- Proficiency in English (written and spoken); knowledge of Rohingya language is an advantage.
- Strong leadership, coordination, problem-solving, and time-management skills.
- Ability to work under pressure, particularly during emergency response situations.
- Proactive, solution-oriented mindset with a strong focus on quality, safety, and accountability.

## **Application instructions**

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

- The last date of application is **20 January 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.

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**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.**