

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

Associate Officer - Technical

Project Name	: ALBORADA TRUST funded WASH Project.
Location of posting	: Cox's Bazar
Types of contract	: Contractual
Duration of Contract	: Up to 30 June 2026
Number of position	: 1 (one)
Salary and benefits	: Monthly Gross Salary will be BDT. 48,402 with other admissible benefits such as Mobile Allowance, Medical Allowance and Group Life Insurance.

Job Summary

The position is responsible for assisting Technical Officer (Civil Engr.) in overall planning, implementing and monitoring of WASH project. 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 friendly construction, reporting and documentation. The position also requires knowledge and aware 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 different networks with GoB and local/national/ international NGOs. The position will be responsible for Cox's Bazar Sadar, Ukhiya and Teknaf Upazila, as well as for FDMN camps.

Key responsibilities include (not limited to)

Assist Project Manager/Technical Officer to oversee and manage the Water, Sanitation, Hygiene and Environment Project activities as per organization / sector guidelines

- Planning, implementation and monitoring of the project.
- Coordinate community mobilization and sensitization of community on WASH activities under the project.
- Conduct regular monitoring for full technical supervision and provide technical inputs, where necessary.
- Support behavior change and community strengthening mechanism under the project.
- Prepare drawing, design, BoQ and responsible for construction or rehabilitation of different types of WASH facilities.
- Provide technical guidance/support to Rohingya Cash for Workers (CfW).

Communication with Govt. stakeholders

- Attend CiC and UNO office NGO coordination meeting at camp and Upazila level.
- Coordinate with CiC office officials, UNO offices and DPHE offices of Ukhiya, Teknaf and Cox's Bazar.

Reporting and Documentation

- Collect photographs for documentation purpose.
- CFRM data collection on Kobo.

Relationships:

S/he will report to the Project Manager of this Project.

Required Educational Qualifications and Experience:

- Bachelor's degree in WASH related studies (engineering, public health, environmental science, URP etc.) or equivalent other relevant disciplines. Or, Diploma in Civil Technology with 3-4 years WASH related experience.
- A minimum 1 – 2 years in social development/humanitarian response program is preferable.
- Experience in excellent interpersonal communication and collaboration with different government stakeholders.

Required Competencies

- Good 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.

Application instructions

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

- Last date of application is **Saturday, 02 May 2026**. *Due to emergency, recruitment will be on rolling. The interested candidates are requested to apply before deadline.*
- 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.