

Vacancy Announcement

Trinamul Unnayan Sangstha (TUS), a local NGO in Khagrachari, invites applications from permanent residents of the CHT for the following position below, under the Flood Emergency Response in Bangladesh (FERB) for 4 months project supported by HEKS/EPER, Switzerland. The project will implement at Khagrachari sadar (Kamalchari and Golabari Union) and Dighinala (Kabakhali and Merung Union) Upazilas in Khagrachari Hill District.

Name of the post: Assistant Project Officer (01 position).

Grade/Level: C.

Contract Type: Fixed Contract (Project Duration).

Job Location: Head Office, Khagrachari Sadar and Dighinala Upazila.

Report to: Project Officer, FERB, TUS.

Salary and Benefits: As per the budget line of the approved project.

Project Duration: 01 January 2025 to 30 April 2025.

Requirement of Experience: A minimum of 3 years of work experience in Water, Sanitation and Hygiene (WASH), Community Infrastructure and Livelihoods particularly in post-disaster rehabilitation contexts. The candidate must be capable of handling the Technical affairs independently.

Educational Qualification: Bachelor Degree from any recognized University or institution.

Other competencies and Skills:

- Strong project management, problem-solving, and analytical skills.
- Excellent communication and interpersonal skills.
- Proficiency in English and Bengali as well as communicable in local languages.
- Ability to work in challenging post-flood environments.
- Must be willing and physically able to work in and travel frequently to difficult geographical and cultural environments.
- Prior experience working in the CHT in a similar field would be an added advantage for such candidates.
- Owning a valid driving license of a motorcycle with the ability to travel remotely in CHT.
- Working knowledge of operating computers, especially with Windows operating system, MS Office, internet web browsing etc.
- Previous work experience with TUS is considered as special competency.

Overall Responsibilities:

The Technical Officer will be responsible for;

- 1) Work under close guidance/supervision of the Program Manager.
- 2) Assist to PO to develop work plans for WASH, Community Infrastructure, Shelter and Livelihoods interventions.
- 3) Support the coordination of field activities related to WASH infrastructure repair, installation, and hygiene promotion.
- 4) Engage with community members, local leaders, and stakeholders to facilitate smooth project execution.



- 5) Conduct awareness sessions and training on safe water use, sanitation practices, and hygiene behaviors.
- 6) Ensure community feedback is collected and addressed appropriately.
- 7) Assist in data collection, monitoring, and evaluation of project activities to track progress.
- 8) Prepare and submit regular reports detailing project activities, challenges, and achievements.
- 9) Maintain accurate records and documentation of all project-related activities.
- 10) Collaborate with local government offices, NGOs, and relevant stakeholders to ensure alignment and avoid duplication of efforts.
- 11) Arrange meetings, workshops, and field visits.
- 12) Provide logistical support during project events and field activities.
- 13) Ensure project activities comply with organizational policies and donor guidelines.
- 14) Promote accountability, transparency, and participation within the project scope.
- 15) Utilizing at least 80 % of working time for the field visits/field activities monitoring.
- 16) All related reports, evaluations, and field observation reports with recommendations to management are produced on time and as required.
- 17) Monitor the monthly progress of delivery and achievements in the assigned areas.
- 18) Prepare event reports, progress report in monthly, quarterly basis as per PIP and submit to the Project Officer.
- 19) Prepare success stories/case study, annual report and submit to the Project Officer.

To apply for the above position, please send your CV using the **TUS Application form for Employment** (prescribe form) including other documents such as PP size photographs, academic certificates, national ID card, certificate of the Circle Chief and address to Convener, Recruitment Committee, Trinamul Unnayan Sangstha, Marma Sangsad Building, Pankhaiyapara, Khagrachari Sadar, Khagrachari Hill District-4400 or email: tusrecruitment@gmail.com by **22 December, 2024 on 5.00 PM**. The candidate is requested to mention the position applied for on the envelope.

A shortlist will be announced on **24 December 2024 at 4.30 PM** on the TUS Notice Board, head office and TUS website (www.trinamulchtd.org). Only the short-listed candidates will be invited to attend the **written/viva voce test at 10:00 AM on 27-28 December 2024**. TUS does not pay any TA/DA for attending the interview sessions.

Women and person with disability will be given priority.

Note: Any candidate who tries to intervene with or influence the recruitment process will be automatically disqualified from consideration. The authority reserves all sorts of rights to make decisions or changes in regard to the recruitment process.

Convener
Recruitment Committee
Trinamul Unnayan Sangstha.