

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: Community Facilitator (04 position).

Grade/Level: D.

Contract Type: Fixed Contract (Project Duration).

Job Location: 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 2 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: HSC from any recognized board.

Other competencies and Skills:

- Understanding of WASH, Community Infrastructure, Shelter and Livelihoods.
- Excellent communication and interpersonal skills.
- 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.
- Working knowledge of operating MS Office, internet web browsing etc.
- Previous work experience with TUS is considered as special competency.

Overall Responsibilities:

The Community Facilitator will be responsible for;

- 1) Work under close guidance/supervision of the Project Officer and Assistant Project Officer.
- 2) Facilitate community meetings, discussions, and awareness sessions on WASH infrastructure repair, installation, and hygiene promotion.
- 3) Build relationships with local leaders, community groups, and households to ensure project acceptance and participation.
- 4) Promote understanding of safe water use, sanitation practices, and hygiene behaviors among community members.
- 5) Organize and conduct training sessions on hygiene and sanitation practices for community members and local volunteers.
- 6) Empower communities to take ownership of water and sanitation infrastructure maintenance.
- 7) Assist in identifying and selecting sites for WASH interventions (e.g., water points, latrines).



- 8) Support the Project Officer in coordinating the delivery of WASH, Community Infrastructure and Livelihood interventions.
- 9) Facilitate community participation in project activities, including construction, maintenance, and hygiene promotion.
- 10) Collect and document feedback from communities to identify challenges and successes.
- 11) Monitor the adoption of hygiene practices and the usage of water and sanitation facilities.
- 12) Report community needs, concerns, and progress to the Project Officer/Assistant Project Officer regularly.
- 13) Maintain accurate records of all activities, community meetings, and training sessions.
- 14) Prepare and submit regular reports detailing community engagement and progress.
- 15) Support the PO/APO in organizing community-level events and activities.
- 16) Ability to work flexible hours, including during emergencies and community events.
- 17) Ensure project activities comply with organizational policies and donor guidelines.
- 18) Promote accountability, transparency, and participation within the project scope.
- 19) Utilizing at least 90 % of working time at the field visit and 10% at Office.
- 20) Prepare event reports, progress report in monthly, quarterly basis as per PIP and submit to the Project Officer.
- 21) Prepare success stories/case study, annual report and submit to the Project Officer/Assistant 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.trinamulchtdb.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.