

Category: NGO/Development

Org: Uttaran

Technical Officer -WASH

Vacancy 01

Job Context

- Uttaran is a national development organization working in the coastal region of Bangladesh since 1985 to uphold rights and entitlements and to improve the socio-economic condition of the poor and disadvantaged. Uttaran facilitates in getting access to and control over resources by the poor and disadvantaged to improve agricultural productivity and economic empowerment.
- Uttaran invites applications for the vacant position titled- “Technical Officer-Health and nutrition” for the " **LIV: Life-Saving Integrated Support for Vulnerable Flood-Affected Communities in Matamuhuri, Cox’s Bazar District**
- **Reports to:** Project Coordinator

Job Responsibilities

Wash

- Conduct training needs assessments for producers and ensure technical training on WASH activities.
- Monitor and evaluate the effectiveness of WASH infrastructure.
- Train and mentor field staff, community volunteers, and local stakeholders on WASH best practices.
- Lead the capitalization process of various project interventions.

Capacity Building and Knowledge Sharing

- Provide technical support to project team members for facilitating community-level events.
- Conduct needs assessments for team members and take initiatives to improve staff capacity.
- Facilitate the internalization of conceptual and methodological processes within the team.
- Provide coaching, mentoring, and guidance to project team members.
- Develop training materials, handouts, modules, and guidelines as required.
- Arrange training sessions, workshops, and study visits for staff members.

Community Engagement and Networking

- Assist Community Facilitators in developing efficient and coordinated work plans and fostering teamwork.
- Oversee scheme selection, site selection, and engagement with relevant line departments.
- Ensure regular information sharing among team members regarding achievements, experiences, and learning outcomes.
- Facilitate the creation of a gender-sensitive working environment within the team and the organization.

- Support Community Facilitators in preparing and implementing local development plans.
- Assist in initiatives aimed at reducing gender inequalities at the community level, increasing women's economic empowerment, and supporting women entrepreneurs.
- Strengthen the capacity of beneficiaries in participatory planning, monitoring, and review processes.
- Develop and maintain strong relationships with partners, local organizations, community groups, and service providers at district, upazila, and union levels.
- Represent Uttaran in meetings, workshops, networks, forums, committees, and coordinated platforms at the upazila and district levels.

Monitoring and Reporting

- Prepare and submit monthly reports to the relevant authority.
- Develop and implement effective monthly plans of operation.
- Prepare and manage the budget according to the activity plan and ensure all expenditures remain within the approved limits.

Admin Roles and Responsibilities:

- Abide by the staff's management policy and accounts management policy of the organization.
- Submission of weekly/monthly activity plan and report.
- Maintain and fulfil properly movement register for field visit
- Fulfil and maintain leave form properly
- Maintain tour forms properly and submission after tour with the voucher
- Preservation of organizational files and resources
- Preparation for conducting additional responsibility for the requirement of the organization
- Avoid conspiracy, indecent words, and negative views to higher authority and finally show the faith to the organization
- Consolidated and unite for the organization
- Ensure the procurement, proper use, and maintenance of all project materials and resources as per financial guidelines.

Education

- B.Sc/Diploma in Engineering in Civil from a reputed university

Experience

- At least 3 years practical experience in similar position in development sector
- Working experience within NGO/INGO in positions like project officer Wash

Skills:

- Strong decisions making ability and motivational skill especially with rural communities
- Proficient in MS Word, Excel, PowerPoint, and other computer skills
- Reporting and documentation skills
- Effective communication skills

- Strong leadership, analytical and interpersonal communication skills
- Willing to drive motorcycle with valid driving license

Women candidates are highly encouraged to apply.

Employment Status: Contractual- Fixed Term Contract for 4 month

Salary: 40,000/- BDT

Compensation & other benefits: As per Uttaran's Policy and Project Design.

Read Before Apply

Application Process:

Please apply on latest by **17th August 2026**. Application should be sent via job.uttaran@gmail.com only. Only properly complete applications will be considered for short-listing and will be contracted for the Interview.

Join Uttaran to make a difference in the lives of poor and disadvantaged communities in Bangladesh!

Note - Uttaran is dedicated to creating a secure and equitable environment that is free from all forms of discrimination and harassment. This applies to employees, partner organizations, participants, and other stakeholders, who are all entitled to be treated with respect and dignity and have equal opportunities at every level. Regardless of age, sex, gender, religion, ethnicity, color, physical and mental ability, we believe that everyone has the right to live free from sexual abuse, exploitation, and harassment. To achieve this goal, we have a zero-tolerance policy towards any conduct that is incompatible with the objectives of Uttaran, including sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. All candidates who are selected for a position with Uttaran will be expected to adhere to our safeguarding policies, code of conduct, child protection guidelines, and other procedures. They will be subject to rigorous reference and background checks, which may involve verifying their academic credentials, employment history, and obtaining police verification if deemed necessary. Additional information may be required from selected candidates to facilitate the background check process.

Uttaran's contact address is House # 32 (Flat-B1), Road # 10/A, Dhanmondi, Dhaka-1209, and our website is