

## PROJECT ASSISTANT WASH

**Department:** Programmes

**Place of work:** Chattogram, Bangladesh

**Duration:** Full-time, fixed term contract (till 31 March 2023 and possibility of extension upon availability of funds)

**Grade:** 4

**Salary:** WSUP offers competitive compensation BDT31,111.00 per month (excluding admissible benefits as per policy. Benefits includes Transport Allowance, Contributory Provident Fund, Gratuity, Festival Bonus and insurance coverage (Group, Family Hospitalization and OPD)

**Reports to:** Project Officer WASH (PO-WASH)

### About WSUP

WSUP is a not-for-profit company that helps transform cities to benefit the millions who lack access to water and sanitation. We were created in 2005 as a response to the urban explosion that has left many cities unable to provide basic services, such as access to a toilet or drinking water, to low-income communities. We work alongside local providers, enabling them to develop services, build infrastructure and attract funding so that they can reach low-income communities.

We work in seven countries in sub-Saharan Africa and Asia, supported by an office in the UK. Since inception we have helped over 30 million people access improved water, sanitation and hygiene services.

WSUP's innovative approach to creating impact is guided by our values, which are the common fundamental beliefs and principles that guide us. All our staff are expected to embody these values in their day to day work and interactions. To learn more about our values, please see [www.wsup.com/about/work-with-us/](http://www.wsup.com/about/work-with-us/).

For more information about WSUP's vision and approach, see [www.wsup.com](http://www.wsup.com).

### About the role

This is a great opportunity to be part of a dynamic organisation creating change in low-income urban communities. The Project Assistant (PA) WASH plays a key role in our Bangladesh programme, helping to improve the water, sanitation and hygiene conditions of workers and their communities in Chattogram. The Project Assistant will work at both factory and community level, engaging all local stakeholders and facilitating the discussions to get the best outcomes for the stakeholders and the project.

## **Application deadline**

**24 December 2022**

The full job description can be found below.

To apply for this position, go to <https://www.wsup.com/vacancies/> to upload your resume and cover letter.

**Please note:** This job is based in Bangladesh. **Applicants must have the right to work in Bangladesh at the time of application.** Please do not apply if this is not the case.

## **Job Description**

### **Overall purpose**

The Project Assistant WASH (PA WASH) will enable local stakeholders, including factory workers, officials and communities, to participate in the project, assisting them to raise and analyse the critical issues related to WASH which impact their health. The PA-WASH will support the Project Officer to implement high quality programme interventions, focusing on the WASH needs of the factory workers in the targeted communities. The PA-WASH will provide support at community and factory level, to help project activities to be effectively implemented within the established timeframes. S/he will also regularly and directly interact with the targeted groups and maintain coordination and liaison with all the concerned stakeholders.

In addition, he/she will provide his/her full support to other project activities in which he/she is asked to engage and at all times adhere to WSUP's core values, Business Ethics, gender sensitivity and diversity activities according to the project and mission needs.

### **Main Responsibilities and Tasks**

#### **1. Building capacity of Community Based Organizations (CBOs), Infrastructure Implementation Committee (IICs), users for sustainable WASH facilities in the LICs**

- **Assist PO WASH in developing Community Action Plan (CAP) to improve WASH situation:**
  - Assist in the formation and activation of CBOs to improve WASH facilities in the LICs
  - Assist PO WASH in providing inputs and guidance to CBOs and Community members to assess the WASH needs of the LIC people and develop CAP
- **Attend monthly CBO Meetings:**
  - Provide guidance to organize and hold effective meetings of CBOs
  - Attend discussions of WASH related problems being encountered by the communities and report back to PO WASH recommendations made by CBO members to overcome these problems
  - Assist CBOs in generating agenda related to CAP. Facilitate the process to address the problems by the CBOs/IICs
- **Assist in capacity development**
  - Assist in developing the capacity of CBOs to oversee the facilities and hygiene practices in the community
  - Assist PO WASH in organizing and delivering Workshop/ Training / Orientation session at community and factory level

#### **2. Assist in the Selection and Implementation of Infrastructure activities**

- **Scheme selection:**

PA-WASH will support the Project Officer to select and implement the WASH Infrastructure activities, such as construction of toilet blocks, in the LICs as follows:

  - Collect data for the feasibility assessment in terms of social aspect in the community.

- Submit the required papers to concerned department/person for obtaining no objection certificate against each scheme
  - **Conduct ‘pre-measurement’ and ‘environmental assessment’:**  
Support Supervision Engineer in conduction of “pre-measurement” and “environmental assessment”
  - **Formation and training of Infrastructure Implementation Committee (IIC):**  
With Supervision Engineer, engage community members to form IIC, make agreements and arrange training for the IIC in consultation with Supervision Engineer
  - **Observe progress of scheme:**  
Pay routine visit to observe progress of schemes and provide feedback to the IIC and CBO with suggestions
- 3. Mobilize CBOs, community members and users to be more responsive to the WASH needs of the urban poor**
- **Assist in organizing day events at the community level:**  
Assist the CBOs in organizing/observing different day events (Global Handwashing Day, Menstrual Hygiene Day, World Water Day and World Toilet Day) at the community level
- 4. Information Management and Coordination**
- **Sample Data collection:**  
Each PA-WASH is required to collect basic data on progress of activities to complete reports on a monthly basis
  - **Submission of monthly ‘Progress Monitoring’ sheet which measures project activities against the project plan:**
    - Completed on a monthly basis and submitted to PO-WASH.
  - **Attend relevant staff meetings**

### Person specification

Evidence that applicants meet the essential criteria will be assessed by the following methods: Application (A) Interview (I), Test (T), as indicated below.

#### Essential

<b>Qualification</b>	- A Bachelor Degree (A).
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Experience of working with low income communities (LIC) (A,I);</li> <li>- Experience in urban WASH programmes (A, I);</li> <li>- Experience of capacity building (A, I).</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>- A good understanding of urban WASH project activities- organizing training, providing support at local level (A, I);</li> <li>- Monitoring progress activities (I);</li> <li>- Understanding of the safeguarding risks relating to work in RMG factories and communities,</li> </ul>

<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>- Willingness and openness to working in the sanitation sector (A,I);</li> <li>- Ability to mobilise the community (I);</li> <li>- Patient, creative, self-driven, ability to keep good relations with colleagues (I);</li> <li>- Good skills with Microsoft Office Excel and Word (A, I).</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>- Passionate about WSUP's aims and ethos (A, I);</li> <li>- Commitment to the mission, vision and values of WSUP (I)</li> <li>- Absolute adherence to WSUP's policies on Safeguarding, Child Protection, Health &amp; Safety and Business Ethics and lead on these by example (I);</li> </ul>

#### Desirable

<b>Qualification</b>	- A second degree (Masters or otherwise) i (A);
<b>Experience</b>	- General understanding of water and sanitation (I);

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