

PROJECT ASSISTANT WASH

Department: Programmes

Place of work: Tongi, Bangladesh

Duration: Full-time, fixed-term contract (till 31 March 2026 and the possibility of extension upon the availability of funds)

Grade: 4

Salary: WSUP offers competitive compensation of BDT27,282.00 per month (excluding admissible benefits as per policy. Benefits includes Transport Allowance, Contributory Provident Fund, Gratuity, Festival Bonus. WSUP provides support for staff insurance coverage (Group, Family Hospitalization and OPD)

Reports to: Field Engineer

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 40 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/.

For more information about WSUP's vision and approach, see 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 Tongi. 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

30 September 2024

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.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. WSUP also participates in the Inter-Agency Misconduct Disclosure Scheme.

The core of the scheme is that participating organizations will share information in the recruitment process about safeguarding-related misconduct (i.e. sexual exploitation, sexual abuse or sexual harassment) that a candidate has been found to have committed. This information will be shared in the form of a "Statement of Conduct". For more information on the Scheme, please click on the following link: www.misconduct-disclosure-scheme.org.

In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. We will request information from all of your employers from the last 5 years. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.

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 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

- **Provide Assistance in developing Community Action Plan (CAP) to improve WASH situation:**
 - Process the formation and activation of CBOs to improve WASH facilities in the LICs
 - Explain guidance to CBOs and Community members to assess the WASH needs of the LIC people and develop CAP and notify Supervisor
- **Attend monthly CBO Meetings:**
 - Provide guidance to organize and hold effective meetings of CBOs
 - Conduct discussions on WASH related problems being encountered by the communities and report back to Supervision Engineer on recommendations made by CBO members to overcome these problems
 - Review the agenda related to CAP. Facilitate the process to address the problems by the CBOs/IICs
- **Organize capacity development training**
 - Conduct session in developing the capacity of CBOs to oversee the facilities and hygiene practices in the community
 - Scheduling Workshop/ Training / Orientation session at community and factory level

2. Selection and Implementation of Infrastructure activities

- **Scheme selection:**

PA-WASH will support 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’:**
Conduct “pre-measurement” and “environmental assessment” under the guidance of Supervision Engineer
- **Formation and training of Infrastructure Implementation Committee (IIC):**
With Field Engineer, engage community members to form IIC, make agreements and arrange training for the IIC
- **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

- **Organizing day events at the community level:**
Organizing/observing different day events (Global Handwashing Day, Menstrual Hygiene Day, World Water Day and World Toilet Day) at the community level along with CBOs.

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

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

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

Desirable

Qualification, Experience, Knowledge, Skills	<ul style="list-style-type: none"> - A second degree (Masters or otherwise) i (A); - General understanding of water and sanitation (I); - Previous experience working in WASH for LICs(A) - Training facilitation skills (I)
---	--

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