

JOB DESCRIPTION

Training Officer

Place of work:	Kolaroa/Cumilla/Chattogram
Duration:	Full-time, fixed-term contract, till 31 October 2027 (with the possibility of extension upon the availability of funds)
Grade:	6
Salary:	WSUP offers competitive compensation of BDT50,277.00 per month (excluding admissible benefits as per policy. Benefits include transport Allowance, Contributory Provident Fund, Gratuity, Festival Bonus and insurance coverage (Group, Family Hospitalization and OPD)
Reports to:	Manager, Field Operations

About WSUP

Today, around one billion city-dwellers lack access to safe drinking water, a number the UN estimates will nearly double by 2050 as more and more people are moving to cities for work and other opportunities, most of them ending up living in informal settlements without basic services. Meanwhile the changing climate is making water even more precious. Against this backdrop, our work has never been more vital.

WSUP is a not-for-profit company, expert at improving water and sanitation services for low-income, urban communities. We work alongside utilities, entrepreneurs, and communities to develop and deliver solutions which are affordable for the poor, financially viable for suppliers, and sustainable for the environment.

We were founded in 2005 in the UK, and currently work in seven countries in sub-Saharan Africa and Asia (Kenya, Uganda, Mozambique, Madagascar, Ghana, Zambia, Bangladesh), supported by a global Secretariat. We are a small organisation, but we have a big impact; since inception we have helped over 40 million people with improved water, sanitation, and hygiene services. And we have ambitions to reach many more!

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/

About the role

This is an exciting opportunity to join WSUP Bangladesh in the role of Training Officer. The Training Officer is to support identifying training needs, designing and delivering training packages for project stakeholders including Utilities, City Corporations/Municipalities, private enterprises, community organizations of low-income communities, Schools, Religious Training Institutes, Water Users groups etc.

Timelines

Application deadline

10 April 2025

Interviews

Planned for the week commencing Sunday 20 April 2025

Additional information

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 organisations 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.

Overall purpose

The Training Officer will be responsible for assisting the Project Manager in identification, design, development and delivering training courses for project stakeholders. S/he need needs to work closely with Training Specialist for design and development of training courses, preparation of training calendar and rolling out training courses.

MAIN RESPONSIBILITIES AND TASKS

1. Planning and implementation

- To assist Training Specialist in conducting training need assessment for project/s stakeholders
- To assist Training Specialist to prepare/revise training module/ materials as and when required.
- Lead to prepare training plan and share training calendar with local stakeholders
- Lead to organise and and facilitate sessions in training courses
- Participate in conducting training evaluation and writing training reports
- Provide on job/training and observing the effectiveness of training courses in practice
- Contribute to preparing presentation, project brief and content for IEC and BCC .

2.Training administration and operations

- Work with Training and MEAL specialists to develop and implement format to be used for tracking the progresses/changes in WASH practices by communities and other local stakeholder
- Organize training/ TOT and other capacity-building events as necessary for the Programme staff and other stakeholders of the Programme.
- Ensure that training activities are implemented cost-effectively within the budget framework.
- Ensure all communication and other preparatory works (e.g., venue, food/refreshment, printing materials, attendance records, and other supplies) are well taken care in advance to training courses.
- Keep records of all administrative and financial documents and submit those as per requirements

3. Effective Collaboration, Communication and Liaison with relevant stakeholders and Technical Support

- Train, coach, and support local implementation teams in delivering WASH training at various levels.
- Conduct training sessions for communities, municipalities, WASAs, City Corporations, and schools.
- Liaison, coordinates, and nurture excellent relationships with government departments, resource persons, and the project team.
- Conduct mapping on training resources, including resource persons, venues, key contact points, etc.
- Keep effective communication and relationships with local training institutes/organizations, NGOs, and other development partners.

Person specification

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

Essential

Qualifications and experience	<ul style="list-style-type: none"> • Master in any discipline, preferably in Public Administration/Social Science/Sociology/ Development Studies (A) • Previous working experience with INGOs/National NGOs and WASH development projects (A) • Experience in similar position with international organisations (A,I) • Good experience of capacity building, institutional support, influencing and advocacy (A,I) • Track record of delivering project goals within deadlines and budgets across public and private sectors and with NGOs (A,I) • Demonstrable track record of effectively building and sustaining key external and internal relationships at community, utility and governmental levels to realise project goals (A,I) • Experience in identification and managing budgets for training courses (I)
Knowledge	<ul style="list-style-type: none"> • Good understanding of partnership and resource management and governance (T) • An understanding of the practical realities and cultural dimensions of working in the assigned country/location (T) • A good understanding of the urban WASH sector and the enabling and commercial drivers that may be key to success • Risk & opportunity management – including identification, mitigation and managing project risks (I,T) • Monitoring progress and reporting (I)
Skills and abilities	<ul style="list-style-type: none"> • Ability to work independently in collaboration with Project Manager and other staffs • Stakeholder management skills (I) • Ability to build connection and engage effectively with donor, corporate, utility and governmental partners • Strong analytical skills (I) • Ability to manage a high workload and conflicting priorities (A, I) • Collaborative approach to partnership working in a cross-cultural context; a team player, with strong problem-solving ability (A,I) • Proficient user of Microsoft Office suite including Word, Excel, Outlook and PowerPoint and of project management software (A,I)
Other	<ul style="list-style-type: none"> • Passionate about WSUP's aims and ethos (I) • Absolute adherence to WSUP's policies on Child Protection, Health & Safety and Business Ethics and lead on these by example(I)