

Senior Officer – WASH Technical & Municipal Coordination

Place of work:	Kalaroa Municipality
Duration:	Full-time, fixed-term contract till 31 October 2027 (subject to availability of funds)
Grade:	Grade - 07
Salary:	WSUP offers competitive compensation of BDT 74,998 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

Water and Sanitation for Urban Populations (WSUP) is a not-for-profit company that drives inclusive and resilient urban water and sanitation systems through pioneering practices, partnerships, and policies. Established in 2005 in response to the rapid expansion of cities unable to meet the demand for clean water and sanitation, WSUP works to ensure that low-income communities have access to these essential services.

We collaborate with local service providers to strengthen their capacity, develop infrastructure, and attract investment, ensuring that water and sanitation services are financially viable and reach the most vulnerable urban residents. Beyond direct service delivery, we work with governments and regulators to create an enabling environment for sustainable solutions.

As a global leader in urban water and sanitation, we are committed to sharing evidence-based insights and scalable innovations to drive systemic change. WSUP operates in seven countries across sub-Saharan Africa and Asia, supported by a UK-based office. Since our inception, we have helped over 42 million people gain access to improved water, sanitation, and hygiene services. For more information about WSUP's vision and approach, see www.wsup.com.

WSUP's innovative approach to creating impact is guided by our values, which are the common fundamental beliefs and principles that inform our approach and work. 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

About the role

The Senior Officer – WASH Technical & Municipal Coordination based in Kalaroa and will be responsible for the field implementation support of project interventions, maintaining and strengthening coordination between WSUP, municipalities, and local stakeholders. S/he needs to lead design, estimate, construction and supervision WASH infrastructures.

JOB DESCRIPTION

The key responsibilities are as follows -

1. City Coordination and Partnership Management

- Facilitate effective coordination and communication between WSUP, city development authorities, and utility service providers.
- Guide cities in integrating project activities into their local development and investment plans.
- Contribute to identify gaps and contribute to the upgradation of the existing city development plans (master plan, development plans etc.), incorporating GESI-integrated WASH systems
- Participate in and contribute to municipal-level coordination meetings, technical working groups, and steering committees.
- Lead strengthening institutional relationships and ensure alignment of project objectives with municipal policies and strategies.
- Support capacity building of municipal staff in infrastructure planning, climate resilience, and sustainable WASH management.

2. WASH Infrastructure Planning and Implementation

- Lead the identification, technical assessment, and prioritization of WASH and climate-resilient infrastructure interventions in urban low-income communities.
- Prepare/review design documents, BoQs, cost estimates, and technical specifications for infrastructure works.
- Oversee implementation of construction activities, ensuring compliance with technical quality, environmental standards, and WSUP's Safeguarding & Health and Safety protocols.
- Coordinate procurement and contract management processes in collaboration with WSUP's operations and finance teams.
- Monitor progress of civil works and ensure timely completion of infrastructure projects within budget.

3. Technical Support and Quality Assurance

- Provide technical inputs to feasibility studies, site assessments, and infrastructure designs.
- Ensure all infrastructure interventions comply with national engineering standards, WSUP technical guidelines, and environmental safeguards.
- Facilitate quality testing and establish a regular quality testing mechanism.
- Provide support to the development of operation and maintenance (O&M) mechanisms for sustainable service delivery.
- Conduct post-construction evaluations and prepare completion and quality assurance reports.

4. Data, Reporting, and Documentation

- Maintain detailed records of project progress, municipal coordination activities, and infrastructure performance indicators.
- Support in preparation of technical reports, progress updates, and donor reporting requirements.
- Document lessons learned, success stories, and best practices for knowledge sharing.
- Oversee monitoring, evaluation, and learning (MEL) processes related to infrastructure outputs.

5. Community and Stakeholder Engagement

- Ensure participatory planning and ownership of infrastructure projects with community representatives, private operators, and local institutions
- Promote inclusive approaches, ensuring the participation of women, youth, and marginalized groups in decision-making.
- Support in community sensitization activities related to WASH service usage, maintenance, and behaviour change.

6. Cross-Cutting Responsibilities

- Ensure that gender equality, social inclusion, climate resilience, and environmental sustainability principles are integrated throughout project implementation.
- Lead and contribute to design and conduct events at the city levels in coordination with admin and finance.
- Perform any other duties assigned by the WSUP management to achieve the organisational strategic targets.

Job 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 Requirements

Experience and Knowledge

- **MUST have** a bachelor's degree in civil engineering, urban and regional planning, environmental engineering, or related discipline. Master's degree preferred (A).
- **MUST have** at least 3 years of proven experience working with local government institutions, urban utilities, or development partners in Bangladesh in the local level coordination role (A, I, T).
- **MUST have** a minimum 5 years of working experience in urban WASH infrastructure development, municipal Water supply, waste management service delivery, or WASH projects (A, I, T).
- **Must have** a good understanding of the urban WASH sector and scope for integration of digital solutions and innovations.
- **Must have** good understanding of development project management focusing on digital data and system solutions (T)
- Proficiency in database management, SQL, ERP systems, and data analysis tools. Knowledge of programming languages like Python or Java is a plus
- Strong coordination and networking with business association and their members involved in renewable energy including waste to biogas and drinking water supply.
- Planning, organising and coordination skill with donor, lead and local partners
- Advanced IT skill to operate MS team, Excel and ppt preparation

- 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 of setting and managing project budgets (I)
- An understanding of the practical realities and cultural dimensions of working in the assigned country/location (T)
- Risk & opportunity management – including identification, mitigation and managing project risks (I, T)
- Monitoring progress and controlling activities (I)

Skills

- Ability to work independently and lead a diverse multi-disciplinary team (I)
- Stakeholder management skills (I)
- Ability to influence and engage effectively with donor, corporate, utility and governmental partners
- Strong analytical skills (I)
- Able to influence at senior management level, take a strategic outlook and to manage change where necessary (I)
- Good communication skills; able to communicate complex concepts in a clear and concise way to non-technical managers both in writing and verbally and to provide professional advice with confidence and tact (I)
- Able to communicate effectively in written and verbal English, including through report writing & presentation (A, I)
- Ability to manage a high workload and prioritize deadlines (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)

Attributes

- Collaborative and flexible, with strong relationship-building skills (I)
- Self-motivated and able to work independently or within a team (I)
- Adaptable and flexible to accommodate varying time zone collaboration (I)
- Aligned with WSUP's mission, vision, and values (I)

HOW TO APPLY

To apply for this position, go to <https://www.wsup.com/vacancies/> to upload your resume and cover letter before or by **8 November 2025**.

Please note: This role will be 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.

EMPLOYMENT ELIGIBILITY AND SAFEGUARDING DISCLOSURE

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 five years. By applying, the job applicant confirms their understanding of these recruitment procedures.