

Assistant Project Officer

- Place of work** : Chattogram
- Duration** : Full-time, fixed-term contract initially for 1 year from joining, with probable extension till 31 March 2029 and further beyond subject to fund availability
- Grade** : BG04
- Salary** : WSUP offers competitive compensation of BDT38892 **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)
- Report to** : Manager – Field Operation

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 www.wsup.com/about/work-with-us/

ABOUT THE ROLE

The Assistant Project Officer (APO) will be based in Chattogram city with frequent field visits to programme locations. The position is responsible to support the planning, implementation, monitoring, and reporting of project activities to ensure the timely and effective delivery of programme objectives. The incumbent will independently implement assigned field-level activities, including community engagement, awareness campaigns, and behaviour change interventions, while supporting programme coordination with partner organizations, government agencies, factories, and other stakeholders.

The role will also support the delivery of capacity-building initiatives and stakeholder engagement activities, and be responsible for preparing high-quality reports, presentations, communication materials, and other project documentation. The incumbent will provide operational support to ensure effective programme implementation in compliance with organizational policies, donor requirements, and project standards.

JOB DESCRIPTION

The key responsibilities are as follows –

1. Programme planning & implementation support

- Provide support programme planning, activity scheduling, and implementation in line with approved work plans and project objectives.
- Independently execute assigned field-level WASH interventions, ensuring activities are delivered effectively, on time, and in accordance with project standards.
- Identify routine implementation challenges and recommend practical solutions to support effective programme delivery.
- Perform other programme implementation responsibilities assigned by the supervisor to support the achievement of project objectives.

2. Stakeholder coordination & communication support

- Provide Support in coordination with partner organizations, factories, government agencies, local authorities, and other institutional stakeholders to facilitate effective programme implementation.
- Coordination with community representatives, beneficiaries, community-based organizations, and other field-level stakeholders to ensure the effective implementation of programme activities.
- Provide support to the organization to organize stakeholder meetings, consultations, coordination events, and field visits, ensuring timely communication and follow-up of agreed actions.
- Maintain regular communication and support liaison between the project team and internal and external stakeholders throughout programme implementation.

3. Capacity building & community engagement

- Provide support the planning, organization, and delivery of capacity-building initiatives, including training, workshops, orientation sessions, and learning events for project stakeholders.
- Assist technical staff in delivering capacity-building activities for community groups, local institutions, and other project stakeholders.
- Lead the implementation of community engagement, awareness campaigns, behaviour change interventions, and other public engagement activities to promote improved wash practices.
- Conduct community mobilization and encourage local ownership for the sustainable use and management of wash services and facilities.

4. Documentation & reporting

- Collect, verify, compile, maintain, and report programme data using approved tools, systems, and reporting formats.
- Monitor implementation progress against approved work plans and project indicators, and prepare routine progress updates to support programme reporting.
- Prepare high-quality reports, presentations, briefing notes, meeting minutes, communication materials, official correspondence, and other programme documents in a timely manner.
- Maintain organized programme records, documentation, and filing systems to support monitoring, evaluation, learning (MEL), compliance, organizational knowledge management, and evidence-based programme management.

5. Operational support & compliance

- Provide support to identifying and preparing communities, implementation and routine monitoring of WASH infrastructure activities in collaboration with technical staff and partner organizations.
- Support administrative, procurement, logistics, financial, and other operational processes required for effective programme implementation.
- Ensure assigned responsibilities are carried out in compliance with organizational policies, safeguarding standards, health and safety requirements, donor requirements, and project procedures.
- Perform any other responsibilities assigned by the supervisor to support programme implementation and organizational objectives.

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 & Knowledge	• MUST have a bachelor's degree in public health, development studies, social science, business administration, or a related discipline. A Master's degree will be an advantage. (A)
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	• MUST have at least 2 years of professional experience in implementing development programmes in urban WASH, community development, entrepreneurship development, private sector engagement or related sectors. (A, I). • MUST have experience in implementing field-level activities, including community engagement, awareness campaigns, behaviour change interventions, or capacity-building initiatives. (A, I, T) • MUST have experience in coordinating with community representatives, beneficiaries, partner organizations, government agencies, or other project stakeholders. (A, I) • MUST have experience in monitoring project activities, collecting and managing programme data, and maintaining project documentation using approved tools and reporting systems. (A, I, T) • MUST have experience in preparing high quality reports, presentations, meeting minutes, official correspondence, and other programme documentation and communication products. (A, I, T) • MUST have sound knowledge of community-based development approaches, stakeholder engagement, and behaviour change communication. Knowledge of urban WASH programmes will be an advantage. (A, I) • MUST have excellent knowledge of Microsoft Office applications, including MS Word, Excel, PowerPoint, Outlook, MS Teams and designing software. Experience using digital data collection platforms or project management tools will be an advantage. (A, T) • MUST have a good understanding of safeguarding, gender equality and social inclusion (GESI), health and safety, and ethical working practices within development programmes. (A, I)
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Desirable Requirements

Skills	• Strong organizational, planning, and time management skills, with the ability to manage multiple priorities and meet deadlines. (A, I) • Good facilitation, presentation, and coordination skills to support training, workshops, meetings, and community engagement activities. (I, T) • Ability to work effectively in field-based environments and adapt to changing operational priorities. (I) • Strong attention to detail, with the ability to maintain accurate programme documentation and records. (A, I, T) • Good problem-solving skills, with the ability to identify implementation issues and recommend practical solutions. (I)
Attributes	• Self-motivated and able to work independently while contributing effectively within a multidisciplinary team. (I)

	• Collaborative and able to build positive working relationships with colleagues, communities, and stakeholders. (I) • Demonstrates integrity, accountability, and professional judgement in all aspects of work. (I) • Adaptable and responsive to changing programme priorities and operational requirements. (I) • Committed to safeguarding, gender equality and social inclusion (GESI), health and safety, and ethical working practices. (I) • Aligned with WSUP's mission, vision, and values. (I)
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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 30 July 2026**.

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.