

Senior Officer - Field Coordination

- Place of work** : Char Fasson, Bhola, Barishal
- Duration** : Full-time, fixed-term contract till March 31, 2027, with probable extension subject to fund availability
- Grade** : 7
- Salary** : WSUP offers competitive compensation of **BDT 80,998 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)
- Report to** : WASH Lead

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 THE ROLE

The Senior Officer – Field Coordination will be stationed in Char Fasson, with the primary place of work at Mujibnagar, Char Fasson, Bhola, Barishal. The position will be responsible for leading the field implementation of the project aims to social entrepreneurship development of rural water supply system. The role will oversee project team members in the field, coordinate with local partners, government stakeholders and beneficiary communities and their organisations. The position will be responsible to ensure timely and quality implementation of project to achieve desired impact. The incumbent will establish and maintain effective liaison with Local stakeholders to strengthen coordination, resolve implementation challenges, facilitate stakeholder engagement, and ensure the successful delivery of high-quality, climate-resilient project outcomes.

JOB DESCRIPTION

The key responsibilities are as follows –

1. Stakeholder coordination

- Establish and maintain effective coordination with LGIs, government agencies, development partners, social entrepreneurs, and community institutions.
- Serve as focal person for primary liaison between project teams, local authorities, and communities.
- Facilitate stakeholder consultations, coordination meetings, and validation workshops throughout the project lifecycle.
- Strengthen partnerships to ensure effective implementation, local ownership, and sustainability of project interventions.
- Coordinate donor, government, and partner field visits, ensuring timely communication and follow-up on agreed actions.
- Resolve field-level coordination issues and facilitate timely decision-making among stakeholders.

2. Field operations

- Lead end-to-end field implementation of project activities from planning through execution, monitoring, and completion.
- Prepare detailed implementation plans and coordinate day-to-day field operations to achieve project targets.
- Supervise field teams and ensure timely completion of assessments, surveys, and implementation activities.
- Monitor field progress, identify implementation risks, and take corrective actions to address operational challenges.
- Oversee field logistics, scheduling, and resource deployment to ensure efficient implementation.

- Ensure field activities comply with approved methodologies, technical standards, and implementation guidelines.
- Verify completion and quality of field outputs before reporting and handover.

3. Technical input to Business modelling & roll-out

- Support to design and lead to implement the social enterprise and business model at the field level.
- Coordinate feasibility assessments, stakeholder validation, and site selection for business model roll-out.
- Facilitate establishment of governance structures and support engagement of local entrepreneurs and service providers.
- Monitor implementation of business model activities and recommend improvements based on field experience.
- Coordinate with technical specialists to ensure successful operationalization of sustainable service delivery models.
- Support adoption of climate-resilient and financially sustainable WASH service approaches within target communities.

4. Capacity building

- Identify capacity gaps among field teams, community institutions, entrepreneurs, and local stakeholders.
- Organize and coordinate training, orientation, and capacity-building events/actions .
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- Provide mentoring and on-site coaching to field staff and community-based actors.
- Support development and dissemination of training materials and operational guidelines.
- Monitor application of acquired knowledge and recommend refresher training where necessary.

5. Monitoring and documentation

- Supervise field monitoring, data collection, validation, and quality assurance processes.
- Track implementation progress against work plans, milestones, and project indicators.
- Prepare periodic field progress reports, implementation updates, and status summaries.
- Document field experiences, lessons learned, best practices, and implementation challenges.
- Maintain accurate field records, databases, and supporting documentation.
- Support monitoring visits, evaluations, and verification exercises conducted by project teams and donors.

6. Communication and knowledge management

- Ensure effective communication between field teams, technical specialists, stakeholders, and project management.
- Collect and document success stories, case studies, and field evidence for project learning.

- Support preparation of presentations, briefs, communication materials, and knowledge products.
- Facilitate dissemination of project learning and good practices among stakeholders.
- Promote knowledge sharing across project teams to improve implementation quality.
- Support visibility and stakeholder communication activities in accordance with organizational guidelines.

7. Financial and compliance management

- Support preparation and monitoring of field implementation budgets and activity plans.
- Ensure efficient utilization of project resources in accordance with approved budgets.
- Coordinate field procurement and logistics in compliance with organizational procedures.
- Ensure field activities comply with donor requirements, safeguarding standards, and organizational policies.
- Verify field expenditures and supporting documentation for timely financial reporting.
- Identify implementation and compliance risks and recommend appropriate mitigation measures.
- Support audits, monitoring missions, and compliance reviews by maintaining complete project documentation.

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 engineering, business management, social development, or a related discipline. Master's degree preferred (A). • MUST have at least 5 years' experience in coordinating and managing field operations for rural WASH and entrepreneurship development projects in climate-vulnerable areas (A, I, T). • MUST have sound knowledge of climate-resilient rural water supply systems and social entrepreneurship models (A, I, T). • MUST have experience in establishing and facilitating multi-stakeholder coordination platforms involving LGIs, government, NGOs, private sector, community leaders, and LIC representatives (A, I, T) • MUST have experience in community engagement, stakeholder consultations, capacity building, and intervention validation (A, I, T). • MUST have good understanding of development project management, enterprise development focusing on digital data and system solutions (T) • MUST have experience in knowledge management, documentation, and dissemination of project learning and knowledge products (A, I, T). • MUST have advanced computer skill to operate MS Outlook, MS Team, MS Word, MS Excel and PowerPoint (A, T)
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Desirable Requirements

Skills	• Strong leadership skills with the ability to work independently and manage multidisciplinary teams (I). • Excellent stakeholder engagement, partnership, and relationship management skills (I). • Ability to influence and collaborate effectively with government, donors, partners, and senior management (I). • Strong analytical, problem-solving, and strategic thinking skills (I). • Excellent written and verbal communication, report writing, and presentation skills in English (A, I). • Ability to manage multiple priorities, meet deadlines, and perform under pressure (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 **before or by 22 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 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 five years. By applying, the job applicant confirms their understanding of these recruitment procedures.