

VACANCY ANNOUNCEMENT

Name of Position: Deputy Project Manager (Coordination & Knowledge Management)

Village Education Resource Center (VERC) is a national-level voluntary organization. The organization is registered under the Bureau of NGO Affairs and the Ministry of Social Welfare (Registration Nos. 133 and Dha-02282/89, respectively) and the Microcredit Regulatory Authority (MRA) (Registration No. 01275-00523-00017). VERC is seeking to recruit experienced and hardworking manpower for the following position under the project. "To provide WASH services to the Rohingya refugee population in Camp-8E and 8W in Ukhiya Upazila, Cox's Bazar District," Supported by UNICEF. Applications are invited from eligible Bangladeshi citizens on an urgent basis.

Key Responsibilities:

A. Program Implementation

- Support overall planning, coordination, and implementation of WASH interventions, ensuring alignment with project objectives, humanitarian standards, donor requirements, and organizational policies.
- Coordinate closely with Camp Authority (CiC), UNICEF, DPHE, Site Management, WASH partners, and other sectors to strengthen collaboration, organize coordination meetings, and ensure effective WASH service delivery.
- Lead and support emergency preparedness and response activities, including stock monitoring, situation updates, and reporting to WASH Sector, CiC, and relevant stakeholders.
- Oversee monitoring, quality assurance, and reporting of WASH activities through joint monitoring, maintaining updated camp WASH information, and ensuring partner compliance with agreed standards and reporting requirements.
- Strengthen knowledge management, accountability, and program improvement by developing ToRs, concept notes, guidelines, reports, feedback response mechanisms, and contributing to CRFM and MEAL framework implementation.

B. Coordination & Communication:

- Maintain effective coordination and communication with CiC, Site Management support, Site development, Health, Nutrition, all other sectors, and Area Focal Agency (AFA).
- Coordinate with WASH agencies, IP, OP, and AFA to ensure smooth implementation of activities.
- Liaise regularly with the WASH Sector, DPHE, RRRC, and other government agencies for technical and Approval support.
- Coordinate with community leaders, Community WASH structures, including Imams and Majhees, to ensure community engagement and participation.
- Represent the project in coordination meetings and ensure proper information sharing among stakeholders."

C. Monitoring & Supervision:

- Responsible for monitoring of at least 70% of the field visits regularly, and of them, at least 35% submitted data validation at the spot on a sample basis, and 35% monitor other activities (such as software & hardware).
- Take the initiative for camp cleaning with engagement of other WASH Agencies and the community.
- Monitor both software and hardware WASH activities to ensure quality implementation.
- Lead camp cleaning, day observation, and WASH initiatives in collaboration with WASH agencies and communities.
- Share findings, challenges, and recommendations with the Project Manager and team members.
- Supervise field staff and ensure proper implementation of project activities.

D. Office Management:

- Maintain all project files, documents, and records in a systematic and organized manner.
- Ensure proper filing of formats, correspondence, reports, manuals, and guidelines.
- Maintain an updated filing system and ensure proper document flow and office management.
- Ensure timely documentation and record-keeping of project activities."

E. Administrative task:

- Maintain good working relationships with colleagues, beneficiaries, and other project stakeholders.
- Respect and follow the PSEA, and safeguarding policy, Child safeguarding policy, Core Humanitarian Standard, code of conduct, decisions and guidance of senior management, and other organizational policies."

F. Reporting:

- Ensure timely submission of reports to WASH Sector, CiC, RRRC, Donner and relevant stakeholders.
- Provide regular updates to the Project Manager on camp-level WASH activities.
- Verify all WASH data and provide an update to the team.
- Take initiative in monitoring WASH facility construction, upgradation, repair and maintenance progress and CFRM, Hygiene, and community engagement activity.
- Collect good practices, success stories, and lessons learned for reporting.
- Assist the Project Manager in preparing donor reports and other required reports.
- Ensure accurate and timely reporting in compliance with donor and organizational requirements.

G. Financial Management:

- Follow the monitoring system of UNICEF, the financial guidelines of VERC as applicable.
- Ensure proper utilization and monitoring of project resources.

H. Visitor face:

- Prepare and preserve project information, reports, and data for visitors and official missions.
- Support presentation and briefing during donor and stakeholder visits.
- Support to get approval/permission and inform the RRRC, CiC, Security agencies, and other government agencies. Moreover, communicate and coordinate with relevant sectors and agencies for a smooth visit.

I. Others:

- Preserve all files with respective letters/documents/reports/Manual/Guideline etc.
- Maintain photographs and visual documentation of project activities.
- Ensure proper data protection and confidentiality of project information.
- Support knowledge management and documentation for organizational learning.
- Perform any other tasks assigned by the Project Manager or senior management.

Academic Qualification:

- Master's degree in any subject from a government-approved university.

Working Experience:

- At least five years of full-time experience in a relevant field within the development sector.
- Experience in implementing or managing national or large-scale WASH programs will be considered an added advantage.

Additional Requirements:

- Proficient in the MS Office package.
- Excellent communication skills in both English and Bangla.
- Self-motivated, adaptable, a team player, and passionate about social development work.
- The candidate must possess the ability and willingness to travel frequently.
- The selected candidate will be required to respect and uphold the organization's Child Protection Policy, Prevention of Sexual Exploitation and Abuse (PSEA) Policy, Gender Policy, Code of Conduct, and other organizational policies.
- Women and individuals with special needs are encouraged to apply and will be given preference.
- The VERC authority reserves the right to accept or reject any application without assigning any reason. Only shortlisted candidates will be invited for the examination.

Age:

- Maximum 45 years.

Duty Station: Ukhiya Upazila, Cox's Bazar District.**Salary & Allowances:**

Monthly consolidated salary: **BDT 110,000/-** (One lac ten thousand). Other admissible benefits will be provided as per organizational policy and project provisions. The salary is inclusive of all applicable taxes; relevant taxes will be deducted at the source as per Government of Bangladesh rules.

How to Apply:

Interested candidates are requested to apply with a complete resume and two references highlighting details of experience and achievements. Applications should include 2 (two) copies of passport-size photographs and copies of other relevant papers, addressed to The Executive Director, Village Education Resource Center (VERC), B-30, Ekhlas Uddin Khan Road, Anandapur, Savar, Dhaka-1340 by 18 April 2026.