

VACANCY ANNOUNCEMENT

Name of Position: Technical Focal (Engineer)-Water and Sanitation

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. Programme Implementation:

- Lead the design and construction supervision of Solar Powered Water Supply Systems in compliance with national standards and international WASH guidelines.
- Design, implement, and provide technical oversight for Fecal Sludge Management (FSM) Units and Solid Waste Management (SWM) facilities, ensuring environmental safety and operational sustainability.
- Prepare comprehensive engineering design packages including design basis, technical calculations, drawings, specifications, BoQs, and cost estimates, and support design review processes to ensure compliance with required standards.
- Develop Operation & Maintenance (O&M) manuals, SOPs, and technical training materials; conduct capacity building and technical guidance for staff, operators, and community volunteers.
- Ensure proper technical documentation, quality assurance, reporting, and knowledge management, and contribute to technical research, learning documentation, and sector publications related to WASH infrastructure."

B. Coordination and Communication:

- Develop and maintain good relationship and lines of communication with local/camp authorities, CiC office, donor personnel & other stakeholders for smooth, efficient and effective implementation of the activities prior to interventions explaining VERC role as an NGO and Liaison with them during all phases of the project.
- To attend Water & sanitation relevant working group meeting arranged by WASH Sector Cox'sBazar.
- Develop and maintain positive and acceptable coordination communication with the field team for smooth implementation of scheduled WASH activities with quality.
- Effective Communication & Coordination with CiC, Site Management and Area Focal Agency, WASH Agencies, WASH Sector, DPHE, Imam and Majhee."

C. Monitoring & Supervision:

- Time to time follow the field level activities for ensuring project monitoring aspect.
- Provide support to make sure documentation and reporting in time
- Sharing filed findings with Project Manager and other staffs"

D. Office Management:

- Maintain all kinds of files, documents and records in a systematic way.
- Ensure daily office working hour and keeping documents in and out.
- Technical Focal (Engineer)- Water and Sanitation will assist to prepare and preserve all the WatSan work plan and reports; daily, weekly, monthly and quarterly. "

E. Administrative Task:

- Propose technical approaches, assist with the financial layout, workforce and logistics for the activities that are to be implemented.
- Good relationship with other colleagues, Group members and other stakeholders.

- Respect the decision of senior management staffs of the project.
- Provide support to newly joined HP staffs considering the HP policy of VERC."

F. Reporting:

- Lead the Water & Sanitation Team in the preparation of concise internal monthly, quarterly, and programmatic visit reports, and contribute to the overall programme reports.
- Maintain full qualitative and quantitative records and reports of activities, disaggregated by gender and diversity where appropriate as per UNICEF/Sector requirement.
- Updating the PM on the regular basis about target and achievements through report writing.
- Make Sure quality to documents good practice and success stories and include into reports.
- Report submission to WASH Sector in time."

G. Financial Management related task:

- Follow the monitoring system of UNICEF financial guideline of VERC as applicable “

H. Visitor Face:

- Provide support to field team for any type of project related visit (Donor & VERC management)
- Facilitate donor and sectoral field visit "

I. Others:

- Preserve necessary photographs of the project activities "

Academic Qualification:

- Bachelor of Civil Engineer from a government-approved College/University.

Working Experience:

- At least three years of full-time experience in a relevant field within the development sector.

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 40 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, Ekhlash Uddin Khan Road, Anandapur, Savar, Dhaka-1340 by 18 April 2026.

