

VACANCY ANNOUNCEMENT

Name of Position: Hygiene Promotion & Community Engagement Officer

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:

- Assist to provide technical support to select subject on CCC-PLTH at sub-block level considering the physical hygiene situation.
- Provide necessary support and follow up for implementing day to day field level activities.
- Provide technical support as well as on job orientation to Field Facilitator (Hygiene) on PRA tools & Techniques considering CCC-PLTH.
- Assist to conduct field assessment activities if needed.
- Organize and Facilitate the FGD and KII from different groups of Rohingya people.
- Assist the Field Facilitator (Hygiene) as well as the Project Management sharing the field findings for improving the quality of the field activities.
- Monitor quality of training, orientation, meeting and submitted data from the field.
- Ensure the quality of Hygiene Promotion Volunteer trainings/refresher training as well as to conduct CCC-PLTH, RANAS, CFHP, MHM at field level.
- Responsible for producing the project reports as per schedule/project documents and assist Technical Focal - Hygiene Promotion and Cross Cutting.
- Ensure gender and diversity inclusion (persons with disabilities, children, older persons, etc.) for enabling inclusive and sustainable WASH.
- Conduct regular monitoring visit to WASH facilities through HPV/CBV to ensure proper maintenance & utilization of WASH facilities by beneficiaries.
- Formation & reformation of different community groups as per their ToR & catalyze active participation in community engagement activities.
- Ensure the functionality of community stakeholders/groups such as WASH Committee, MHM Facilitators Groups, Children Leader Groups, Latrine & Water User Groups, CCC-PLTH Groups, etc. on community mobilization and sensitization for hygiene promotion.
- Organize & facilitate National & International Day Observation at the camp level.
- Plan and ensure the distribution of hygiene kits and promote effective use of all distributed hygiene items.
- Practice, promote and endorse PSEA policy among team members and ensure the implementation of safeguarding standards in every course of action.

B. Coordination & Communication:

- Coordinate with community people, elite, leaders, CiC Office representatives and stakeholders associated directly/indirectly into the project activities related problems and reporting requirements directly share with respective supervisor.
- Coordinate with Field Facilitator, Assistant Project Engineer, Project Engineer, M&D Officer, Technical Focal - HPCC and Project Manager of the project.

C. Monitoring & Supervision:

- Support to documentation and reporting

- Sharing field findings with Technical Focal - HPCC and other staffs."

D. Reporting:

- Prepare monthly quantitative and quality report and submit to the Technical Focal - HPCC by project schedule time.
- Regular update to Technical Focal - HPCC about target vs achievement of beneficiaries through report writing.
- Collect good practice and success stories and include into reports"

E. 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.
- Hygiene Promotion Officer will prepare and preserve the all CCC-PLTH report; Daily, weekly, monthly, quarterly report.

F. Administrative task:

- Good relationship with other colleagues, Group members and other stakeholders.
- Respect the decision of senior management staffs of the Project.

G. Financial management related task:

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

H. Visitor face:

- Responsible for assisting the Project team to face any type of visit.

I. Others:

- Preserve necessary documents (soft, printed & electronic version) and photographs of the project activities.

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 40 years.

Duty Station: Ukhiya Upazila, Cox's Bazar District.

Salary & Allowances:

Monthly consolidated salary: **BDT 80,000/-** (Eighty 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.