

## Job Advertisement

Tarabo Pauroshava, Rupgonj, Narayanganj is implementing a innovative project titled “**GOB – UNICEF WASH Project**”. Tarabo Pauroshava is looking for energetic and promising Bangladeshi (by birth) individuals to the following position on a completely temporary basis based on below conditions and competencies:-

SL No	Position Name	No. Of Position	Educational Qualification and Experience
01.	<b>Field Supervisor (WASH)</b>	01 (One)	<p><b>Educational Qualification</b></p> <ul style="list-style-type: none"> <li>▪ Post Graduate degree in Social Science or other relevant subjects.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>▪ At least 5 years work experience in Water, Sanitation and Hygiene (WASH) is essential.</li> </ul> <p><b>Additional Requirements</b></p> <ul style="list-style-type: none"> <li>▪ Previous working experience with Local Government Institutions (LGIs) preferably with Pourashava.</li> <li>▪ Experience in managing teams</li> <li>▪ Familiarity with urban WASH especially Low-Income Community.</li> <li>▪ Professional, motivated, open, creative, mature, responsible, flexible, culturally sensitive.</li> <li>▪ Excellent English and Bangla language skills, both written and verbal.</li> <li>▪ Good knowledge of the governance and administrative structures of Pourashava.</li> <li>▪ Computer literacy on Word, Excel and Power point</li> </ul>

**Job location**-Tarabo Pourashava, Rupganj, Narayanganj

**Salary** -Negotiable

**Employment Status** -Contractual

**Responsibilities:**

- Develop a program plan, ensure its smooth implementation, and manage the team’s performance of project tasks and activities.
- Develop and ensure the use of appropriate techniques and materials for hygiene promotion through engaging Youth Volunteers (YVs) and Community Groups.
- Manage the WASH team and provide technical support, training and capacity building.
- Assist to prepare DCT and liquidation and timely submission to the UNICEF authority
- Manage the program budget through the passing of timely orders, the preparation of monthly/quarterly forecasts and the monitoring of expenditure.
- Identify and monitor risks, constraints or escalating issues, and inform the hierarchy accordingly.

- Ensure that all data and information is updated, well organized and easily accessible; and those lessons learnt and best practices are capitalized.
- Coordinate with other departments and private sectors to ensure a common approach, synergy and sharing of information.
- Represent project team and Pourashava authority and collaborate/coordinate with local administrations, counterparts and stakeholders.
- Analyze and report on the project's needs and provide clear recommendations for interventions.

**Conditions:-**

- Age on 15<sup>th</sup> February, 2022 is below 50 years.
- Original copy of certificates must be displayed in the oral examination.
- The selected candidates will be recruited only on full temporary basis for the duration of the project period as per the rules. The letter of appointment will be considered as a letter of Resignation from the job at the end of the project.
- Incomplete and erroneous application will be considered rejected without giving any reason.
- Only eligible candidates will be called for written / Viva Voce / Practical exam.
- No T.A / D.A will be given for selection exam / interview.
- The authority can cancel / amend the requirement notice without giving any reason.
- The decision of the authority will be considered as final in case of recruitment.
- Experienced Female candidate is encouraged to apply.

**Application Procedure:-**

Interested candidates are requested to submit their application along with CV, two passport size attested photograph, attested photocopies of all educational and experience certificate, NID to the office of Mayor, Tarabo Municipality, Rupgonj, Narayangonj or to the official email of Tarabo Municipality mail address by **25<sup>th</sup> February, 2022** during office time. E-mail address is [tarabopouramayor@gmail.com](mailto:tarabopouramayor@gmail.com).

**(Hasina Gazi)**  
Mayor  
Tarabo Pourashava  
Rupgonj, Narayangonj.