Job profile
PROJECT OFFICER - CIVIL ENGINEER
<table>
<thead>
<tr>
<th>Title</th>
<th>Project Officer - Civil Engineer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting to</td>
<td>Project Manager</td>
</tr>
<tr>
<td>Direct reports</td>
<td>None</td>
</tr>
<tr>
<td>Groups</td>
<td>Programme Delivery Unit (PDU)</td>
</tr>
<tr>
<td>Relationships</td>
<td>Project Manager, Partner Organisations, Monitoring Documentation and Reporting Officer, Municipalities, Communities</td>
</tr>
<tr>
<td>Financial scope</td>
<td>As assigned or delegated</td>
</tr>
<tr>
<td>Location</td>
<td>Based in Satkhira with a frequent field visit</td>
</tr>
<tr>
<td>Nature of contract</td>
<td>Initial contract up to December 2023, with possible extension depending on fund availability.</td>
</tr>
<tr>
<td>Salary &amp; benefits</td>
<td>Monthly Gross BDT 66,000/- including all other benefits and allowances</td>
</tr>
<tr>
<td>Travel</td>
<td>As assigned and needed</td>
</tr>
</tbody>
</table>

**Practical Action**

**ABOUT US**

We are an international development organization putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world’s toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting, locally-owned solutions for agriculture, water and waste management, climate resilience, and clean energy. And we share what works with others, so answers that start small can grow big.

We’re a global change-making group. The group consists of a UK-registered charity with community projects in Africa, Asia, and Latin America, an independent development publishing company, and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

**Our Aims**

We help people find solutions to some of the world’s toughest problems, made worse by catastrophic climate change and persistent gender inequality. We aim to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living.
• Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.

• Make cities in poorer countries cleaner, healthier places to live and work.

• Build disaster resilience in the lives of people threatened by hazards – reducing the risk of hazards and minimizing their impact on lives and livelihoods.

How We Work

We work on holistic solutions that change systems and have a framework to help us achieve our aims:

• Analyze the root causes of poverty and vulnerability

• Define the change at a scale we need to make

• Develop activities along three complementary paths: Demonstrate, Learn, and Inspire.
  - Demonstrate that our solutions are sustainable in the real world
  - Learn by capturing evidence and adapting our approach
  - Inspire wider support to multiply our impact.

Our Organization

Practical Action is an unconventional, multi-disciplinary change-making organization

• A highly innovative community development charity operating in Africa, Asia, and Latin America. Practical Action community projects use ingenious ideas to design, test, refine, and prove new ways to overcome poverty and disadvantage and then ‘open-source’ knowledge of what works so that it can be implemented at a greater scale by others.

• A world-class consulting operation that helps socially responsible businesses, government policymakers, and other development organizations. This draws on learnings from our development work and the combined brainpower of a roster of over 2,000 expert consultants. Practical Action Consulting helps extend our influence’s reach by providing the best advice to others, whose work can make a bigger difference.

• A well-respected specialist development publisher. Practical Action Publishing brings together development practitioners, researchers, and thought leaders to create publications that stimulate discussion, strengthen peoples’ capabilities, and inspire sustainable change.

About the Role

Based in Satkhira, the Civil Engineer will be responsible for organizing and facilitating key activities at the field level under the assigned project.
Key Responsibilities

- Provide technical advice and organize training and orientation for operators who are running the business of Faecal Sludge Treatment Plants, Organic Solid Waste to Biogas and Compost plants, Plastic and Polythene Recycling plants, Co-composting, and Briquettes.
- Provide technical advice and support to operators of treatment plants to maintain the quality of the production process, standardization of final outputs, and environmental management for effluent, emissions, and residuals.
- Develop manual/module for design, construction, operation and maintenance of recycling plants and innovative technologies for emptying, transportation, collection, separation and processing of plants.
- Coordinate retrofitting activities in both infrastructure & policy and revise operational mechanisms for public toilets. Promote hygiene practices and engage with the Faecal Sludge Management (FSM) system to ensure effective waste disposal.
- Maintain liaison with laboratories who perform all types of testing of raw feedstocks as well as treated products and effluents.
- Design, Estimate BoQ, preparation of tender/bidding documents for circulation, evaluation, and contracting, supervision of construction work for WASH blocks, drainage, community, shared and public toilets, compost, and biogas plants, and briquette production.
- Develop and maintain professional relationships with engineers from municipalities, DPHE, LGED, Mayors, and Councilors and represent the Practical Action office in Bangladesh in technical forums.
- Establish a mason group/forum and provide technical training on toilet construction, including Faecal Sludge Treatment (FRT). Ensure masons are equipped with the necessary skills and knowledge for quality construction.
- Responsible for feasibility survey, design, preparing the estimation of quantities and cost detailed drawings and other necessary documents for WASH, Waste, and FSM interventions.
- Assessment for repairing sanitation facilities and providing support for repairing to ensure the regular and sustainable operations of WASH facilities in slums and other low-income areas.
- Perform other relevant duties as required for the project as well as the organization.
- Contribute to the enhancement of an inclusive PPP model for advancing safely managed sanitation. Collaborate with stakeholders to develop strategies and initiatives that prioritize accessibility, sustainability, and community involvement.

Experience, Knowledge & Skills

- Experienced in working with the Waste and Sanitation Sector and integrated urban development.
- University education in Civil Engineering and associated work experience
• At least 3 to 4 years of experience in design, drawing, estimation, and construction work of WASH infrastructure.
• Practical work experience in WASH sectors including Solid Waste Management and Faecal Sludge management
• Experience in facilitating community participation in WASH and community-based infrastructure development.
• Experience in operating design-related software and good documentation skill
• Good English writing, analytical, and communication skills.
• Good ability to work with a virtual cross-functional team.
• Willing and able to travel independently outside the station.

Education
At least a B.Sc/Preferably a master’s degree in Civil engineering from a reputed university.

The opportunity to work for an organization that is making a positive difference in the lives of people worldwide, a friendly and supportive culture, working with values-driven and highly engaged colleagues, work-life balance, and flexible working – these are just some of the reasons we think Practical Action is a great place to work.

In addition, the compensation and benefit details are mentioned below:

Salary
Monthly Gross BDT 66,000/ including all other benefits and allowances. Experienced and skilled candidates would be offered appropriate packages.

How to apply
Please apply online by uploading your CV mentioning two referees by 27 July 2023.

We treat all applications for employment on their merits and do not take into consideration any factors that are not relevant to the job such as disability, race, age, religion, gender, gender reassignment, or sexual orientation. Only shortlisted candidates will be called for an interview.

Practical Action is committed to safeguarding and protecting children and vulnerable adults and as such candidates will be subject to pre-employment checks.