Job profile

ASSISTANT PROJECT OFFICER
<table>
<thead>
<tr>
<th><strong>Title</strong></th>
<th>Assistant Project Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reporting to</strong></td>
<td>Project Manager</td>
</tr>
<tr>
<td><strong>Direct reports</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Groups</strong></td>
<td>Programme Delivery Unit</td>
</tr>
<tr>
<td><strong>Relationships</strong></td>
<td>Project Manager, Partner Organisations, Interns, Monitoring, Documentation and Reporting Officer, Municipal Coordination Officers, Communication Units, Municipalities, Communities</td>
</tr>
<tr>
<td><strong>Financial scope</strong></td>
<td>As assigned or delegated</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Satkhira</td>
</tr>
<tr>
<td><strong>Nature of contract</strong></td>
<td>Project Period, possibly of extension depending on fund availability.</td>
</tr>
<tr>
<td><strong>Salary &amp; benefits</strong></td>
<td>Monthly salary BDT 43,069</td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td>Field based activities</td>
</tr>
</tbody>
</table>

**Practical Action**

**ABOUT US**

**About Us**

We are an international development organisation 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 and 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. Our aims are 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 into the lives of people threatened by hazards – reducing the risk of hazards and minimising 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:

• Analyse the root causes of poverty and vulnerability

• Define the change at 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 organisation

• 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 business, government policy makers and other development organisations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert consultants. Practical Action Consulting helps to extend the reach of our influence 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

The “Assistant Project Officer” will be responsible for coordinating, organizing and facilitating key activities at the field level under the assigned project.

Key Responsibilities

- S/he will support to project manager to manage project’s activities in the work areas throughout the whole project cycle (identification and formulation, preparation of agreements and contracts, follow up of implementation, monitoring, evaluation, and dissemination of results).
- S/he will design, organize and facilitate different trainings, behavior change campaigns, demonstration of Solid Waste and Faecal Sludge infrastructures and services.
- S/he will maintain coordination with other NGOs/organizations and stakeholders linking with other development projects with Municipality.
- S/he will maintain close linkages with slum dwellers, low-income urban communities and informal workers and their business associations involved in business for waste collection and processing.
- S/he will be responsible for managing field level data collection, data compilation and provide inputs to prepare case studies, other communication, knowledge products and reporting.
- S/he will be responsible for promote access to microfinance and other financial services for underserved communities.
- S/he will be responsible for experiments on co-compost, vermicompost, and waste from accredited laboratories.
- S/he will be responsible for guiding the formation of scrap association in the project area.
- S/he will be responsible for guiding the meetings of LSEs (Local Sanitation Entrepreneurs).
- S/he will monitor project progress and quality, and report on project as a core part of continuous learning throughout the project lifetime.
- S/he will build rapport and professional relation with the LGIs along with relevant district chapter of DPHE, LGED, DAE, DoE, local government, civil society, private organizations, and individuals.
- Have to travel frequently for project implementation.
- Undertake any specific work as assigned by the line manager and/or Practical Action’s authority as per need of the organisation.

Experience, Knowledge & Skills

- Minimum bachelor’s degree from any discipline or the equivalent. Master’s degree in Social Welfare, Sociology, Development Studies, and English will be preferable.
- Minimum 3 years’ experience in implementing Waste management and WASH related projects.
- Experience in construction of Solid Waste or Faecal Sludge infrastructures will be an added value.
- Experience in report writing, capacity building, institutional support, influencing and advocacy.
• Experience in using project management processes and tools including risk management, benefits management, financial management and quality assurance.
• Candidate with sound knowledge on local government and their working mechanism, experiences on coordination with municipal representatives, and WASH and Waste Management Sectoral Stakeholders will get preference.
• Ability to manage multiple responsibilities and to set priorities.
• Good English writing, analytical and communication skills.
• Good ability to work with a multicultural team.
• Have to travel independently outside station.
• Ability to work in a multi-disciplinary team and support unexpected tasks.

The opportunity to work for an organisation that is making a positive difference to 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.