

# **Project Engineer cum Monitoring Officer**

## **Eco-Social Development Organization (ESDO)**

Vacancy 01

### **Job Context**

Eco Social Development Organization (ESDO) is a well reputed national NGO established in 1988 and working in 29 Districts of Bangladesh. ESDO in partnership with Water Aid Bangladesh is going to implement the “Addressing WASH crisis in low income settlements of garment workers in Mirpur, Dhaka.”

### **Job Description / Responsibility**

- The position of Project Engineer cum Monitoring Officer will be responsible for planning and implementation of WaSH related hardware implementation and monitoring the overall process of implementation, progress and reporting of project activities in the field . Project Engineer cum Monitoring Officer will plan and design for technology options of water sources and sanitation consulting with community, LGIs and other stakeholders. He will take the considerations of environment while taking the options of water sources and sanitation facilities in the community. This is Project area based position. This position also expected to monitor and documents of all project interventions and preserve for future reference to management.
- Planning, estimating and designing
- - Develop monthly and quarterly plan on priority basis and following the project approved plan of activities.
- - Responsible for hardware related procurement and tender procedure.
- - Ensure quality of all the field level hardware implementations
- - Maintain hardware ID and hardware related all documents in appropriate manner.
- - Plan for the water-sanitation hardware options in the community based upon the WaSH inventory/community demand.
- - Develop and design the technology options for water sources and community sanitation facilities.
- - Share the technology options with WaterAid Bangladesh for necessary approval.
- - Follow strictly the approved budget and financial compliance for the relevant hardware activities in the project.
- Technical Assistance and facilitation
- - Assist the community selecting the water and sanitation options and feasibility study for the selection.
- - Facilitate technical trainings for capacity building of different stakeholders as per guidelines.
- - Ensure proper site selection by facilitative role, quality and timely implementation of different WatSan structures, health and safety issues, safe water through water quality test according to water quality test protocol
- - Ensure proper implementation interventions of the project by monitoring and supervision through frequent field visit.
- - Maintain liaison with LGIs authority in implementing the hardware activities in the community.
- - Conduct sessions in the community on operation and maintenance of the hardware structures.
- - Monitor the hardware activities going on and already completed during the project life for ensuring proper using and maintenance by the community.
- - If needed S/he will assist and ensure the formation of O & M Committees in the communities and orient them.
- - Will be responsible for all relevant procurement for the project hardware activities and engaging contractor where applicable following ESDO procurement policies and complying donor guidelines.
- - Develop the local entrepreneurs as per project plan for enhancing water, sanitation services to the community.
- - Assist the community to share the contribution and getting the project subsidy where applicable.
- Coordination and Reporting

- - Prepare respective technical report and technical progress report as per project document and guideline.
- - Verify all the water quality test reports in mPMIS as per the actual documents submitted by the field staff.
- - Control the budget for the hardware activities coordinating with WaterAid through Project Manager.
- - Coordinate with project team for achieving monthly, quarterly beneficiaries for water, sanitation and hygiene.
- S/he was responsible for monitoring on regular activities both software and hardware interventions, assist and supervise the implementation of baseline survey, participatory monitoring and other M&E activities. S/he ensured timely collection of data/information and kept control on data collection process and data quality verification. S/he ensured timely delivery of project related data, information, reports etc. to management as per requirement. S/he had to maintain the overall database of the project as per prescribed format from WaterAid Bangladesh and assisted the Project Manager to prepare and submit different reports on time.
- Along with the monitoring activities performed in the output phase this position will document different best practices and success stories of the community as organizational learning. The M&E officer will supervise the mPMIS system for trouble shooting field problems, verify and analyze submitted data, verify and finally preserve the approved data. S/he will assist in preparing different periodic progress reports and database. S/he will conduct regular monitoring and verification through spot and back check of project activities.
- - Responsible for verifying all data which had been submitted by Community Mobilizers in mPMIS by field visit of some randomly selected data.
- - Will be responsible for all monitoring data management in both soft and hard forms. Will be responsible for mobile based monitoring and data validation.
- Will guide and orient the relevant project staffs regarding online monitoring of the project interventions and achievements using internet devices.
- - S/He will be responsible for producing the project reports as per schedule/project documents and assist Project Manager to ensure the same.
- - Prepare monthly, quarterly, semi-annual and annual reports of the project following the agreement with donor agency using and following the instructions and guideline.
- - S/he will ensure submission of all required reports and documents to donor agency and ESDO management meeting the deadline.
- - S/he assisted the PM to take appropriate decisions to solve field problems as per the good practices of their own field or others.
- - S/he will take lead role in case of any survey/study in the project, evaluation for the project and similar activities for the project.
- - Collect all relevant good practices of the project activities and document through photographs and narrative reports.
- Coordination
- - Will be responsible to coordinate with donor agency through Project Manager for ensuring monitoring activities and relevant reports submission meeting the deadline.
- - Should have good coordination with all project staff, stakeholders for data authentication, validation and submission.

**Job Nature** Full-time

**Educational Requirements** Bachelor/Diploma in Civil Engineering/Water resources Engineer/Agricultural Engineer (IWM). 3-5 years of experiences in relevant field.

**Experience Requirements** 4 to 6 year(s)

**Job Requirements**

Age 25 to 45 year(s)

- Expected competencies of the position

- Bachelor/Diploma in Civil Engineering/Water resources Engineer/Agricultural Engineer (IWM).
- 3-5 years of experiences in designing, planning and managing rural small scale infrastructure, WatSan facilities installation and maintenance.
- Assist in planning and organizing project hardware intervention, guide project staff and community on hardware implementation;
- Should have hands on experience in designing and estimating small water-sanitation infrastructure in the community level like tube well, rainwater harvesting, community toilet, drain, dustbin etc.
- Ensure quality of structural work as per project requirements as well as water quality and environmental issues related to hardware implementation;
- Excellent at Micro Soft Office package.
- Should have conduction of training at community level on water-sanitation technology options, operation and maintenance, troubleshooting.
- Ability to deal with GO & NGO and other service providers.
- Monitoring and follow-up of field activities on a regular basis and provide feedback the management.
- Have knowledge on qualitative and quantitative M&D system, database management, Coordinate/facilitate survey and study; Report generation and documentation;
- Should have skill and experience in writing reports like Narrative Progress Report, Analytical Reports and communication with different stakeholders.
- Should have experience in documenting different project events, data, reports and learning.
- Willing to drive Motorcycle and should have valid driving license.

**Job Location** Mirpur, Dhaka.

**Salary Range** Tk. 40000 – 40000    **Other Benefits** N/A

**Apply Instruction**

Applications should reach within **25.05.2018** with a detailed CV including contact cell phone number, 02 copy recent passport size photographs, photocopy of all academic and experience certificates through post office/courier service/hand to hand to the following address. Only short listed candidates will be called for interview. **written exam and interview will be organized in Dhaka.** ESDO do not tolerate any child abuse.

Apply to: APC-HRD  
 ESDO Gobinda Nagar (college para )  
 Thakurgaon-5100, Bangladesh  
 Application Deadline : **May 25, 2018**