

Job Description

Job Title	: Project Officer (Civil Engineer)
Number of positions	: 01
Location	: Taltoli Upazila in Barguna district
Project period	: June 2026 to December 2028
Reporting to	: Project Coordinator.
Salary & Benefits	: BDT 35000 and other benefits

Overview:

JAGO NARI is a non-government development organization in the central coastal region of Bangladesh. The main focusing areas of work are women's empowerment, Climate Change Adaptation, Health & Nutrition, Food security & livelihood, Disaster Risk Reduction, and Education. Recently JAGO NARI is going to implement a new project in the DRR & Climate Change field with the technical support of **Oxfam in Bangladesh**. The project title is **"Bangladesh Cyclone Preparedness and Inclusive Shelter Resilience Project in Barguna District"**. The outcome of the project is Strengthening inclusive disaster preparedness through Shelter-Centric Anticipatory Action (SCAA) and Vulnerable households recover livelihoods and improve food security to withstand future climate shocks. In this connection, JAGO NARI is seeking a Project officer for this project. The Project Officer; will play a vital role in the implementation and coordination of a comprehensive climate resilience project with a focus on Shelter-cantered anticipatory action. This role involves actively engaging with local communities, facilitating on-the-ground project activities, and contributing to efficient project management. She/he will play a vital role in this project by maintain some responsibilities that are given bellow.

1. Project Implementation and Community Engagement:

- Actively participate in the execution of community-based risk and vulnerability assessments, ensuring meaningful community involvement.
- Support to establish women-led disaster preparedness & evacuation committees, Volunteer groups and reform Cyclone Shelter Management committee,
- Support the coordination of capacity-building initiatives for volunteers, Women groups, Shelter Management committee children and youth forums, and other relevant stakeholders.
- Strengthening capacity of Disaster Management Committee UDMCs/UzDMC
- Support to Field Facilitator for Beneficiaries' selection for cash for work intervention, livelihood support and regular field visit CFW site.
- Support for strengthening resilient Livelihood options selection and proper implementations.
- Facilitate community-based risk analysis and vulnerability assessments, actively involving community members and ensuring their perspectives are considered.
- Need assessment for Cyclone Shelter small scale repair and emergency materials distribution.
- Support to vulnerable family profiling and registration & digitization.
- Ensure work is done according to drawings, designs, and specifications
- Have to knowledge on prepare BoQ, drawing design of WASH and infrastructure activities.
- Knowledge on CFW work, scheme pre and post measurement.
- Oversee day-to-day construction activities on site and CFW, Boat ghat, Cyclone shelter repair, WASH interventions.
- Support & supervise to field staff to achieve the project implementation on time.

2. Communication and Stakeholder Engagement:

- Assist in the dissemination of early warning messages to vulnerable populations, with a focus on agriculture, wash, and shelter sectors.
- Regular communication with UDMCs, WDMCs, Cyclone Shelter management committee and other relevant stakeholders.
- Prepare monthly and quarterly activities plan and report.
- Support to PC for reporting and documentation.

3. Community Action Plans and Preparedness:

- Engage directly with communities for the development risk mapping, vulnerability assessment.
- Strong Coordination with CPP, DMCs, Union Parishad.
- Formation of Project Implementation Committee for Wash and other interventions.
- Assist in conducting Household Economy Analysis (HEA) and pre-crisis assessments for targeted locations.
- Actively participate in the development of DM plan.
- Early warning system strengthens with coordination with CPP volunteers.

4. Vulnerable Community Support:

- Participate in the identification and implementation of community-led, small-scale, gender-sensitive, early actions initiative.
- Support the implementation of gender-sensitive, anticipatory actions at the community level.
- Prepare community risk and vulnerability plan

5. Administrative and Documentation Support:

- Provide on-the-ground support for organizing meetings, workshops, and other project-related events.
- Assist in real-time project documentation and reporting, ensuring accuracy and timeliness.
- Collects feedback from beneficiaries and stakeholders for necessary program improvement.

6. Qualifications:

- BSc/Diploma in civil engineering degree in a relevant field, 02 Years' experience in project supervision, monitoring community-engagement role is highly valued.
- Experience may be relaxed for capable candidate to preparing BoQ, drawing design of WASH and construction interventions.
- Strong organizational and coordination skills, with the ability to work independently.
- Excellent communication and interpersonal skills, with a keen understanding of community dynamics.
- Knowledge or willingness to learn about MEAL activities and project evaluation processes.
- Familiarity with gender and inclusion initiatives.

7. Compensation & Benefits:

The salary package is Monthly BDT 35,000 and other admissible benefits. Yearly increments and other benefits will be provided as per the project provision aligning with the organization's policy.

Note:

- JAGO NARI aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, HIV status, class, ethnicity, disability, location and religion.
- JAGO NARI has a non-negotiable policy of ZERO TOLERANCE towards discrimination, harassment and abuse. All employees are expected to abide by the Safeguarding, Gender Policy, Children Policy and PSEA Policy of JAGO NARI.
- Internal and external applicants shall be treated equally in the entire selection process.
- To ensure transparent processes during recruitment, internal candidates should discuss potential applications with their Line Managers to ensure endorsement of their applications by respective Line Managers.
- There is no cost involved with applying for positions with JAGO NARI. Any solicitation of job application costs should be regarded as fraudulent.
- **Any personal persuasion/phone-call will result in disqualification of candidature. We guarantee an interview to disabled candidates who meet the essential criteria.**
- Women are highly encouraged to apply.
- **No perpetrator of violence and abuse including Sexual exploitation, harassment and abuse against women and children needs to apply for this position.**

Apply Procedure:

Candidates with the required qualifications must be filled up only Job Application Form-JN001 (no need any other documents) and send to: recruitment@jagonari.org by mentioning the Job Position in the subject line of email or post/drop in box: (To, Coordinator HR & Admin, JAGO NARI Head Office, Ashahi Mansion (2nd floor) college road, Barguna) on or before **May 04, 2026**.

Please ensure that, the **Job Application Form-JN001** is completed as required. Incomplete applications generate an immense administrative burden for our organization. As a general rule, submission of incomplete Job Application Format will be excluded from consideration.