Community Development Officer (CDO)

**Department:** WSUP Bangladesh  

**Place of work:** Dhaka, Bangladesh  

**Duration:** Full-time, fixed term (till May 2019),  

**Salary:** WSUP offers competitive compensation BDT 55-60,000 per month (including Transport Allowance, PF, Gratuity, Bonus).  

**Reports to:** Business Development Officer  

**About WSUP**

WSUP is a not-for-profit company that helps transform cities to benefit the millions who lack access to water and sanitation. We were created in 2005 as a response to the urban explosion that has left many cities unable to provide basic services, such as access to a toilet or drinking water, to low-income communities. We work alongside local providers, enabling them to develop services, build infrastructure and attract funding so that they can reach low-income communities.

To ensure that services can reach as many people as possible, and will exist over the long-term, we have a strong focus on financial viability. This means working with utilities and businesses to build services which generate revenue whilst reaching the most vulnerable urban residents, and advising regulators and governments on how to create an environment which enables businesses to succeed.

We are based in the UK with offices in seven countries in sub-Saharan Africa and Asia. As the urban specialist in water and sanitation, we are committed to sharing evidence and approaches so that our innovations can enable change around the world. Since inception we have helped over 10 million people access better water and sanitation services.

For more information about WSUP’s vision and approach, see [www.wsup.com](http://www.wsup.com).
Overall purpose

The Community Development Officer will be responsible for the assistance & support of operational planning & execution of the project activities. You will assist the program team, especially the team leader, to identify appropriate interventions and methodologies for the WSUP Programme.

As the Community Development Officer, you will be responsible to provide necessary assistance to the Team Leader for coordination and collaboration with Government departments (such as the City Corporation, DWASA, LGED, DPHE etc.) and other UN agencies and civil society. You will provide your full support to organize different workshops, seminars and capacity building training for the City Corporation and DWASA staff related to pro poor service delivery. You will also support the Team Leader so that they can contribute to the organization’s learning agenda, which includes knowledge management, building a learning culture, communication, and advocacy. While engaging in any aspects of the WSUP programme you will strictly adhere to the WSUP core values, including those regarding Business Ethics and Gender Sensitivity.

Application deadline

2nd January 2018

Interviews

w/c 8th January 2018

The full description can be downloaded from our website: [https://www.wsup.com/vacancies/](https://www.wsup.com/vacancies/)

To apply for this position, you should upload your resume and cover letter on the link above.

Please note: This job is based in Bangladesh. **Applicants must have the right to work in Bangladesh at the time of application.** Please do not apply if this is not the case.
Job Description

Main responsibilities & tasks

- Maintain liaison with Team Leader for effective project implementation and reporting requirements.
- Assist in building the capacity of the CBO and resource team on PRA tools, monitoring & reporting
- Effective implementation of community mobilization & institutionalization.
- Prepare and provide adequate inputs to ensure high quality project reports
- Work closely with the staff and departments of the city corporation and private entrepreneurs to ensure effective implementation of the project activities
- Review project progress against targets and take corrective measure where required, raising issues with the Project Manager as needed.
- Support the collection and accurate reporting of impact data related to the project as guided by the M&E Manager.
- Assist the Team Leader with needs assessments to design training, workshops and proposals
- Organize & Conduct workshop, training and orientation sessions.
- Assist in preparing the CAP and compilation of the CAP findings,
- Support the preparation and delivery of high quality monitoring and training in contract management to enhance the capacity of the City Corporation staff
- Liaise and network with Government and non-Government Organizations (City Corporation and Private Sectors)
- Program Monitoring and Reporting
- Supervise staff, including performance management, support effective communications and encourage joint working within the team

Person specification

Essential

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<th>Qualifications and experience</th>
<th>Masters in social science or any related</th>
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<td>Experience of managing work with low income communities (LICs)</td>
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<td>Significant experience of managing capacity building, institutional support, influencing and advocacy</td>
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<td>Track record of delivering project activities within deadlines</td>
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<td>Experience in WASH Urban programme</td>
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<td>Experience of working with sanitation /FSM service providers</td>
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<tr>
<th>Knowledge</th>
<th>Strong knowledge of small and medium-scale business models and business development</th>
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<td>A good understanding of the urban WASH sector resources management – organising, training and managing project teams</td>
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<td>Communications and reporting, including ensuring appropriate information is collected, communicated, managed &amp; archived effectively</td>
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<td>Monitoring progress and controlling activities</td>
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<td>Willingness and openness to working in the sanitation sector;</td>
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### Skills and abilities
- Ability to influence and engage effectively with corporate, utility and governmental partners
- Excellent written and oral communication skills in English;
- Excellent planning, organisational and time management skills, able to work well under pressure both proactively and reactively and prioritise a challenging workload
- Excellent skills with Microsoft Office suite, including Excel and Word

### Other
- Passionate about WSUP’s aims and ethos
- Absolute adherence to WSUP’s policies on Child Protection, Health & Safety and Business Ethics and lead on these by example

### Desirable
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<th>Qualification</th>
<th>A second degree (Masters or otherwise) in Marketing, business, finance and Communication</th>
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<td>Experience</td>
<td>General understanding of sanitation and faecal sludge management in urban areas.</td>
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<td>Experience of working in urban development</td>
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<td>Knowledge</td>
<td>Knowledge of the WASH sector</td>
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