

VACANCY ANNOUNCEMENT

Village Education Resource Center is a national level voluntary organization which is registered by NGOAB (Reg-133), Social welfare Department (Reg-Dha-02282) and MRA (Reg-01275-00523-00017). In partnership with UNICEF, VERC is going to implement the "Provision of life-saving WASH services to the Rohingya refugee population in Ukhiya and Teknaf Upazila, Cox's Bazar District for Camp-8W" Project. Recruitment against the following project position will be made for implementation of the project interventions:

Position: Camp Coordinator (Camp Focal)-01 position, Based at Camp

Monthly Consolidated salary: Negotiable

Age limit: 30-45 years

Required Qualification: Masters in Social Science/English/MPH/MDS or B.Sc in Engineering, public health.

Roles and Responsibility:

- With minimum 4 years work experience of which 3 years experience in similar works.
- Take full responsibility to ensure the regular operation and maintenance done by the WASH implementing agencies work closely with Project Manager as well as with site management to ensure they are aware of the WASH Camp Focal Point role and that the WASH Camp Focal Point is the first point of call for any WASH concerns at the camp;
- Based on the need, coordinate with key sectors such as shelter, education, nutrition and health on inter-sectoral camp issues. Provide technical support/guidance of construction and management of institutional WASH facilities are agreed upon.
- Report any WASH gap or overlaps in relation to WASH sector standards to the Area Focal agency and keep the WASH sector Coordinators informed of progress and any issues at the camp.
- Monitor WASH activities to ensure quality.
- Coordination for both internal and external WaSH partners.
- Conduct need assessment and Collect data if required and make sure that the data is available to all agencies of 8E and 8W.

Additional Requirements:

- University Degree in related field or sufficient working experience to substitute
- Familiarity with UN partnership
- Good reporting skill in English and verbal & written communication with the Donors and others agency.
- Excellent skills using commonly used software MS Word, MS Excel, internet and email communication.
- Field level monitoring skill.
- Excellent communications skills.
- Works well under stress and meet deadlines
- Able to work and solve problems independently
- Should have valid driving license and be willing to drive motorcycles.
- Must have quick decision making and problem solving capability.

Note: In case of candidates with more experience; age and educational qualification would be relaxed. . Women and persons with special needs are equally eligible to apply for the said post.

Interested candidates are requested to apply with a complete resume highlighting details of experience and achievement, 2 (two) copies of passport size photograph (attested) and copies of other relevant papers addressing the Executive Director, Village Education Resource Center, B-30, Ekhlas Uddin Khan Road, Anandapur, Savar, Dhaka-1340 latest by 12 July 2022.

Md. Yakub Hossain
Executive Director
VERC