



ZAKAT
FOUNDATION
OF AMERICA

The Leader in Empowering Lives Through Zakat

Water & Infrastructure Coordinator

Job Description

The Water & Infrastructure Coordinator reports to the Manager of Programs and is responsible for strengthening the coordination, implementation, monitoring, and follow-up of water, infrastructure, and community development projects across multiple countries. The Water & Infrastructure Coordinator oversees the planning, assessment, budgeting, implementation, monitoring, and reporting of water wells, hand pumps, mosques, children's homes, schools, and other community facilities within their assigned region. This position serves as a key focal point for contractor and partner communication, project logistics, beneficiary accountability, and stakeholder engagement, ensuring program quality, financial transparency, responsible stewardship of donor funds, and compliance with organizational policies and standards. The Water & Infrastructure Coordinator works closely with the Regional Managers, field teams, government authorities, partner organizations, local communities, and Zakat Foundation of America offices.

Duties and Responsibilities

- Plan, design, implementation, and evaluation of water, sanitation, and infrastructure projects across assigned regions.
- Provide technical oversight for the construction of water wells, hand pumps, Mosques, schools, children's homes, and other community facilities to ensure quality, safety, and sustainability.
- Review engineering assessments, project designs, budgets, scopes of work, and implementation plans.
- Hold relationships with contractors, consultants, implementing partners, and local authorities to ensure effective project execution.
- Monitor project progress, budgets, timelines, and deliverables, identify risks and implementing corrective actions as needed.
- Ensure compliance with organizational standards, engineering best practices, donor requirements, and local regulations.
- Oversee project procurement, contractor performance, and quality assurance processes to ensure cost-effective and high-quality outcomes.
- Conduct site visits, technical assessments, and project evaluations to verify construction quality, beneficiary impact, and project sustainability.
- Conduct project documentation, reporting, and recordkeeping to ensure accountability, transparency, and accurate program tracking.
- Support the development of annual work plans, budgets, technical proposals, and water and infrastructure program strategies.



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- Provide technical guidance and capacity building to field teams and implementing partners.
- Coordinate with internal departments to support donor reporting, communications, and fundraising initiatives.
- Identify opportunities for program expansion, innovation, and improved engineering solutions to strengthen community impact.
- Prepare reports and recommendations to support strategic decision-making and continuous program improvement.
- Uphold Zakat Foundation of America's mission by ensuring infrastructure projects are delivered with excellence, integrity, and responsible stewardship of donor resources.

Requirements

1. Bachelor's degree in Civil Engineering, Water Engineering, Construction Engineering, Construction Management, or a related engineering field is required. A degree in International Development may be considered if supported by significant experience in civil, water, or construction projects.
2. All applicants must be US citizens, US permanent residents, or otherwise legally authorized to work in the U.S. No visa sponsorships.
3. Ability to develop strong and comprehensive cultural diplomacy and sensibility in dealing with Zakat Foundation of America (ZF) program partners and supporters.
4. Strong understanding of international development principles, WASH standards, infrastructure project methodologies, and community-based development approaches.
5. Experience in direct administration of programs and budgets.
6. Knowledge of programs and issues in the field of development preferred.
7. Exceptional ability to work independently as well as in a team setting.
8. Proficiency in Microsoft Office Suite.

Preferred

1. Experience coordinating infrastructure, construction, water, sanitation, and hygiene (WASH), or international development projects.

Environment

1. Position requires frequent and regular phone and computer use.
2. Workplace is smoke-free and drug-free environment.
3. Equal opportunity employer.
4. May require business travel.

As a representative of Zakat Foundation of America, the candidate must assure honest, timely and responsible dealings in all meetings, interactions, travel and any other activity conducted as the Zakat Foundation of America Program Coordinator. Must assure transparency and efficient communication at all times.