

ActionAid is a global movement of people working together to achieve greater human rights for all and defeat poverty.

act:onaid

ActionAid Bangladesh is looking for suitable candidate for the following position:

Associate Officer – Community Outreach Members (COMs)

Project	:	Sustainable Solutions and Protection for the Rohingya Community in Camps, Funded by UNHCR
Location of posting	:	Ukhiya or Teknaf, Cox's bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 31 December 2022 (if not extended)
Number of Position	:	3 (Only women are encouraged to apply)
Salary and benefits	:	Monthly Gross Salary will be BDT. 54,900 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Context

ActionAid is implementing Community Based Protection (CBP) project with UNHCR targeting refugees of camp situated in Ukhiya and Teknaf, Cox's Bazar. The targeted camps have been identified as areas with heightened protection risks. The project includes Women's Leadership, Accountability and Shifting the Power to communities for transformative change.

AAB CBP aims to strengthen and expand the mobilisation of the Rohingya communities through their capacity development also through building their agencies.

Key responsibilities include (not limited to)

Administrative support to COMs

- Work under the guidance of Officer- COMs to implement the plan for material and logistical needs of the program
- Provide frontline support to COMs in relation to the distribution of material (for instance, forms, vests, stationery), administrative (i.e. issuance of ID card, attendance record keep and filing, payment of support cost, approval of sick/business leave)
- Provide support to logistical needs (arrange training venue, lunches, breaks, and other amenities) to enable COMs to perform their work efficiently.

Supervision of COMs, organization of work plan, and mobilization at Camp level

- Support to COM Officer to supervise and guide the COMs in their duties and activities, monitor and evaluate the COMs' individual performance

- Participate regularly in the COM activities (such as home visits, case referrals, and awareness-raising) and religious leader (Imam and women religious teacher) to deepen his/her understanding of the work of volunteers, impacts, challenges, areas for improvement.
- Participate in focus group discussions to collect baseline data, build rapport with the community and obtain information to implement/improve the COM activities and religious leader (Imam and women religious teacher);
- Support to COM Officer to organize and/or participate in focus group discussions to collect baseline data, build rapport with the community and obtain information to implement/improve the COM activities
- Together with the COM Officer, design, coordinate, organize daily and weekly schedules of the COMs based on the context of the camp and mobilize the COM team for community engagement and related activities
- Support COMs in Saturday Solidarity Project and Community level awareness training.
- Support to COM Officer to address complaints, conflict in the workplace, misconducts, and violations of the rules and regulations or code of conduct by the COMs in a timely, responsible and professional manner and in accordance with the operational standards.
- Facilitate arranging meetings with visitors, representatives from government, local and international organizations.

Weekly debriefing, experience sharing, learning, morale-building

- Work under the direction of Officer- COMs to provide daily updates, review past week's work/activities
- Support in maintaining communication with the volunteers on a regular basis to understand the problems, challenges they face in their work, and together with the team, identify and implement creative solutions
- Assist in Identifying good practices, promote and recognize outstanding work performance or contribution from COM team members and religious leaders (Imam and women religious teacher).

Relationships

Associate Officer – COMs will report to Coordinator – COMs

Required Educational Qualification and Experience

- University degree in Social Science, Disaster Management or relevant disciplines (flexible in terms of person having working experience in Rohingya Response)
- At least 1 year of experience in humanitarian and/or development organizations with significant experience in camp management and/or delivering emergency programs in camp setting.

Technical Skills

- Proficiency in the local language will be an advantage.
- Understanding of the concepts of humanitarian codes and standards such as SPHERE, IASC Gender Guidelines, HAP etc.
- Experience working in emergency responses targeting vulnerable people
- Able to take decisions in a timely manner, prioritize and multi-task seamlessly.
- Orientation to gender sensitivity.
- Ability to work under extreme pressure and meet deadlines.

- Team player with strong experience in multi-cultural and multi-ethnic environments.
- Proficient with MS office suite, KOBO collect, SPSS

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- Last date of application is **Saturday, 15 January 2022**. *Due to emergency, recruitment will be on rolling. The interested candidates are requested to apply before deadline*
- Please [click here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone-call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards child abuse, exploitation and child labor and expects all employees to abide by the Child Protection Policy of ActionAid Bangladesh.

N.B: There is no cost involved with applying for positions with ActionAid Bangladesh. Any solicitation of job application costs should be regarded as fraudulent