

ActionAid Bangladesh (AAB) is looking for suitable candidate for the following position:

Deputy Camp Manager

Project	:	Camp Coordination and Camp Management (CCCM)
Location of posting	:	Teknaf, Cox's Bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 31 October 2021
Number of Positions	:	1

Project Overview

Over 1 million of Forcibly Displaced Myanmar Citizen (with the majority comprising women and children), took shelter in camps in Cox's Bazar in southern Bangladesh on August 2017. The Government of Bangladesh, together with national and international partners, have been pro-actively responding to this crisis through extensive humanitarian response. The government allocated 2,000 acres of land that is apportioned into different camps as temporary settlements for the Rohingya people. There is a coordinated effort to provide critical lifesaving assistance i.e. food, nutrition, shelter, water, health & hygiene, psycho-social support and counselling and basic education services to the Rohingya people living in the camp and host community settlements.

ActionAid is going to implement site management activities in different camps in Teknaf. As an agency engaged in Rohingya Crisis Response since September 2017, ActionAid has the experience in coordinating with a range of camp actors, including the Rohingya and their representatives and in facilitating the site management role in Rohingya camps. The major activities related to site management are identifying critical humanitarian needs and addressing those through coordination & collaboration with different stakeholders; anchoring information management also, complaints and feedback mechanism; linking community with different service providers; facilitating camp operations and DRR actions.

Key responsibilities include (not limited to)

Camp Management and Camp Coordination (60%)

- Assist the camp manager and camp management team in day-to-day site management operations
- Liaise and coordinate with camp in charge (CiC), sector focal persons and service providers
- Facilitate field visits by the donor and share findings
- Regularly coordinate and collaborate with sector focal persons to arrange and accomplish sector coordination meetings
- Assist the camp manager in implementing disaster risk reduction (DRR) initiatives to make the camp resilient and safe
- Identify, analyse and prioritize needs of the camp residents to avoid duplication and gaps in assistance and protection through regular field/block visits
- Assist the camp manager in ensuring and maintaining appropriate links with national/local authorities, state institutions, civil society and other relevant stakeholders for effective coordination and exchange of information
- Establish and strengthen an effective, transparent and representative community governance system with the direct participation of the refugees in camp management

Reporting and documentation – (30%)

- Draft weekly and mid-yearly narrative reports for the donor with accurate facts and figures
- Support information management and field monitoring officers to conduct service monitoring and produce quality reports based on the findings for presentation at camp-level meetings
- Draft weekly activity highlights for donor meeting
- Collect information on service gaps through regular field visits and draft regular field monitoring reports with the support of field monitoring officer

Procurement and logistics supply – (10%)

- Assist the camp manager in preparing material requisitions
- Liaise with the logistics department to ensure requested materials have been delivered to camp on time
- Support the camp manager to prepare and submit bill/vouchers
- Conduct quality checks while receiving materials

Relationships

The person holds this position will be reportable to **Camp Manager**

Required Educational Qualification and Experiences

Education

- Graduate degree in Urban Planning, Humanitarian Affairs, International Relations, Development Studies, Political Science, or in a related field

Experience

- At least five years of proven experience in the humanitarian sector, including three years in camp coordination and camp management (CCCM)

Required Competencies

- Should have sound skills and understanding of CCCM and protection
- Full professional proficiency in English speaking and writing
- Professional proficiency in narrative reporting
- Ability to work creatively with minimum supervision
- Ability to visit field and work under pressure and strict deadlines
- Team player, dynamic, punctual and dedicated

Application instructions

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

- Last date of application is **Tuesday, 19 January 2021.**
- 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 Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

N.B: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of fund / money from job applicant should be regarded as fraudulent.