

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

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

Associate Officer – Centre In Charge

Project	:	Skills development for Self-reliance of Rohingya women and men corresponding host community, Funded by WFP
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	:	8 (Only women are encouraged to apply)
Salary and benefits	:	Monthly Gross Salary will be BDT. 45,570 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary

We are looking for an enthusiastic Associate Officer – Centre In charge for WFP Funded Skills Development for Self-reliance Project (centre-based training and production). The incumbent must be knowledgeable in their field of expertise and possess solid technical aptitude. Additionally, we expect the position holder to be an excellent communicator, able to explain complex subjects in a clear and interesting way. The goal is to contribute to the development of community people's life to meet the Project needs.

Key responsibilities include (not limited to)

- Overall responsible for day-to-day centre operation.
- Ensure attendance and maintain the attendance of the participation
- Maintain different register along with stock register
- Prepare requisition for raw materials and equipment
- Maintain the training equipment that are used at center
- Group formation, orientation and develop business plan
- Facilitate to running regular training session
- Conducting life skill training
- Distribution of support both cash and kind to programme participants
- Prepare periodical report and success stories

Relationships

Associate Officer – Centre In charge will report to Project Manager.

Required Educational Qualification and Experience

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- University degree in Sociology, Development studies, public administration, or equivalent degree in relevant disciplines (flexible in terms of person having working experience in Rohingya Response)
- At least 2 years of experience in humanitarian and/or development organizations
- Experience in service-based project implementation is highly desired specially in Rohingya response
- Experience in CFW payment, facilitating trainings and workshops and mentoring others.

Technical Skills

- Proficiency in the local language will be an advantage.
- Understanding on field operation and camp level programme implementation
- Understanding of training, session plan development, income generation, business plan.
- Excellent spoken and written English language skills and the capacity to produce quality reports independently.
- Gender sensitive and familiar with humanitarian principles, Human Rights Based Approach
- Able to take decisions in a timely manner, prioritize and multi-task seamlessly.
- Ability to work under extreme pressure and meet deadlines.
- Team player with experience in multi-cultural and multi-ethnic environments.

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