

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:

Field Coordinator

Project	:	Skills development for Self-reliance of Rohingya women and men corresponding host community, Funded by WFP
Location of posting	:	Cox's bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 31 December 2022 (if not extended)
Number of Position	:	1 (Only women are encouraged to apply)
Salary and benefits	:	Monthly Gross Salary will be BDT. 107,450 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary

We are looking for an enthusiastic Field Coordinator 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)

Project Implementation

- The incumbent will develop strategies and plan Self-reliance activities according to project objectives and donor agreement. The incumbent will develop strategies and plan Self-reliance activities according to project objectives and donor agreement.
- She will need to take on challenges to ensure a rapid, effective, and timely response, holding overall responsibility for project achievements and results.
- She will ensure coordination among team members and take necessary capacity-building initiatives for creating a dynamic working environment
- She will ensure programme implementation as per donors' agreement and follow deadlines of planned activities consultation with Project Manager.
- Taking initiative to ensure accountability to community, government, and donors in operational level of implementation and in inter-partner monitoring and coordination
- She will ensure that the human resources, financial and logistical means of his/her project are adequate to meet the needs. If there is any discrepancy, he/she alerts the project team and participates in identifying solutions.

Finance and Budget Management

- Support Project Manager for budget vs expenditure monitoring and develop necessary tools for budget management in coordination with the finance department

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- Ensure financial requisitions and material requests are submitted on time as per project budget lines
- Assist in procurement and make sure organizational policy and guidelines are maintained during procurement.
- Support finance department to prepare financial report and, others

Coordination

- She will be responsible to ensure an effective and active communication, coordination with Camp level sectors, ISCG, RRRC, local government and other relevant stakeholders
- She will assist Project Manager to ensure coordination with relevant departments for budget management, procurement, staffing, etc.
- She will liaise with relevant authorities for operational agreement or authorization from the local authorities to ensure project stability and good relations with the local government.
- She will facilitate visits by donors, internal/external delegates.

Reporting

- She will be responsible for ensuring quality reports (interim, final, donor report and others) and documentation
- Prepare draft periodical reports
- Guide the reporting team to produce quality reports

Relationships

Field Coordinator will report to Project Manager.

Required Educational Qualification and Experience

- 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 5 years of experience in humanitarian and/or development organizations with significant experience in managerial position
- Experience in service-based project implementation is highly desired specially in Rohingya response

Technical Skills

- Proficiency in the local language will be an advantage.
- Understanding on field operation and camp level programme implementation
- 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.
- Data management, Proficient with MS office suite

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