

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 – Information Service Center (ISC)

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)

Data collection, process and documentation of expenses at camp level

- Work under the guidance of Officer- COMs to implement the plan for material and logistical needs of the program
- Collect data from actors, camp management, and community people or beneficiaries.
- Assist to coordinate community-based information to ensure consistency and coherence across communities.
- Assist Officer – CC&ISC to identify new information and data requirements to support operations and partners in the region, and support country offices in gathering and sharing this information and data.
- Support Officer – CC & ISC to implement standardized information management policies, data systems and information
- Prepare all the required admin documentation for expenses at this ISC level (including PRF following AAB procedures);
- Maintain Attendance sheets for volunteers.

- Collect monthly petty cash/advance for ISC on need, ensuring transparency of AAB procedures and cost-effectiveness for the goods and the services.

Monitoring & Reporting

- Keep ISC records in accordance with output(s) statement, key output activities, output indicator(s), output targets following population type, and AGD for achieving within the timeframe and practicing means of verification.
- Prepare weekly, monthly, and annual reports, submit them to Officer – CC & ISC.
- Prepare and submit weekly and monthly work plans in a timely manner.
- Join weekly and monthly supervisory meetings with the team to address any issues and prepare team plans

Relationships

Associate Officer – ISC will report to Coordinator – Community Center and Information Service Center (CC & ISC)

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