

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



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

Coordinator - COMs (Community Outreach Members) and Religious Engagement

Project : 'Sustainable Solutions and Protection for the Rohingya Community in Camps – Community Based Protection, funded by UNHCR.

Location of posting : Cox's Bazar

Duration of Contract : Up to 31 December 2025, if not extended

Salary and benefits : Monthly Gross Salary **BDT. 115,281** with other admissible benefits such as medical benefit, mobile & internet allowance and group life insurance etc

Job Summary

The coordinator - COMs and Religious Engagement will Oversee selection, mobilize and running of the of the Community Outreach Members, Imam and FRT coordination with Camp management, site management, protection actors and other actors including management of the camp level support staff, and coordination with the wings staff members at the camp level

The coordinator will also be responsible for monitoring and evaluating project outcomes and providing regular updates to the project manager.

Key responsibilities include (not limited to)

Program Management (Time 60%)

- Lead development and implementation of Community based protection programs, including GBV, PSS, and Protection overall through Community Outreach Members – COMs, Imam, and FRT.
- Provide technical support to ensure high quality of programming and services, exceeding minimum competencies for staff and minimum standards for activities.
- Conduct and support ongoing monitoring of Protection activities, through frequent visits to office and field sites, to ensure minimum standards for Protection and progress toward targets.
- Identify program gaps, areas of growth, and strategies and support in adapting program design to effectively meet beneficiary needs, the changing context, and other factors.
- Lead and participate in regular strategy and program planning workshops for Protection and the overall organization, including for grant opening, mid-term review, and grant closing.
- Lead activities of Saturday Solidarity Project, Community level project, and COMs facilitated training, Imam and FRT training & sessions.
- Manage development and monitoring of program spending plans, workplans, M&E plans, and procurement and staffing plans to ensure progress against targets and spending by budget.
- Ensuring management of resources for fulfillment of program deliverables and commitments for objectives/indicators and accountability to donor requirements.

- Lead capacity-building strategy for overall Protection department, to ensure strong level of professional development and team building, including the development of team members/counterparts and addressing of any team dynamic issues or concerns.
- Build technical capacity of supervised staff and protection team and sub-sectors of Protection, as well as in program management.
- Ensure preparation and compilation of internal and external weekly, monthly, half-yearly and annual reporting for Protection programs, in collaboration with reporting team and Project Manager.
- Assist in the development of proposals for Protection programming, in collaboration with proposal team.
- Lead recruitment of new staff and start-up programs in new sites as necessary.
- Support program teams to build referral mechanisms to link beneficiaries, particularly vulnerable individuals, and groups, to services, through service mapping, referral workshops, and SOPs.
- Ensure appropriate identification/selection, program support, and capacity-building of camp level actors, including program technical review of partnership agreements.
- Support the coherent and harmonized implementation of community-based protection activities.
- Ensure development of awareness raising sessions on community-based protection services (Sessions on rights, access to rights services and protection threats) and Protection services (stress management sessions, psychosocial support, men self-help sessions...)
- Work with COMs, Imam and FRT in coordination CG wings, and CC&ISC wings.
- Ensure capacity building of project staff, COMs, Imam & FRT and work for community-based protection mainstreaming as per work plan.
- Submit weekly and monthly plan of wings activities.
- Report in a timely manner on any eventual challenges or delays, loss or damage, faced in the daily implementation of the activities to the Project Manager.
- Coordinate with Local authorities, protection focal, camp actors and Community Focal Points.

Financial management (Time 15%)

- Assist and monitor project budget management, financial management with ensure UNHCR and AAB compliance.
- Support to review programme financial documents, including reviewing vouchers and supporting documentation.
- Ensure quality record keeping system in Camps for COMs, Imam & FRT wings.
- Coordinate with other coordinators to ensure coherence in field protection activities.
- Ensure and supervise monthly volunteer payments in coordination with the admin and finance assistant.

Coordination and representation (Time 15%)

- Attend in camp coordination meetings, protection coordination meeting, and COMs Meeting. Share and respond to questions related to the COMs, Imam and FRT Programme and report back key issues / matters that concern the programme to Project Manager, CBP, AAB;
- Develop and maintain effective working relationship with relevant stakeholders including partner agencies, community leaders and service providers.
- Advocate for the needs of vulnerable individuals both internally and through coordination mechanisms through evidence-based advocacy.
- Maintain an up-to-date service mapping of the service providers operating in the area and ensure that COMs, Imam & FRT are informed about the available services.
- Update Project Manager camp situation, progress, learnings, and challenges.

Monitoring, Evaluation, Accountability Learning, Reporting (Time 10%)

- Manage monitoring and evaluation activities at the field level.
- Pay regular field visit with a focus on ensuring quality and record keeping system.
- Build staff capacity on quality assurance and follow up targeted outcomes.
- Document good practices and lessons learned.
- Contribute to the preparation of the donor reporting.
- Ensure quality monitoring data collection from the field.

Relationships

The coordinator - COMs and Religious Engagement will be directly reportable to the Project Manager.

Required Educational Qualification and Experience

- Graduation degree in Disaster Management, Community Development, Social Sciences, Business Administration or combination of relevant Education and Experience.
- At least 5 years of experience in humanitarian and/or development organizations with significant experience in camp management and/or delivering emergency programs in camp setting;
- A proven record of effective project management in emergencies, including project planning and implementation and supervision;
- Sound understanding of the concepts behind and practical application of humanitarian codes and standards such as SPHERE, IASC Gender Guidelines, HAP etc
- .

Technical Skills

- Strong organizational and planning skills.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to analyze data and prepare clear and concise reports.
- Fluency in English and Bengali is essential. Knowledge of local languages or dialects is an advantage

Key Competencies

- Passion for sports and its potential to promote social change.
- Cultural sensitivity and understanding of diverse communities.
- Ability to adapt to changing circumstances and challenges.
- Strong ethical principles and commitment to human rights.

Application instructions

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

- Last date of application is **Saturday, 06 September 2025.** ***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 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