

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

Associate Officer – Hygiene Promotion & Community Engagement

Project Name	:	Provision of Water, Sanitation, and Hygiene (WASH) Services in Rohingya Refugee Camp in Cox's Bazar
Location of Posting	:	Based in Ukhia
Types of contract	:	Fixed-term contract up to 30th November 2026 (renewable depending on funding availability and performance).
Salary and benefits	:	Monthly Gross Salary with other admissible benefits such as mobile & internet allowance, group life insurance etc.

Job Summary:

ActionAid Bangladesh (AAB) is responding to the Rohingya crisis since 2017 and running its programme on Protection, Site Management, Site Development, Self-Reliance & Livelihood, WASH etc. AAB is going to start a new project on WASH with the funding support from IOM, the UN Migration Agency.

AAB is looking for an enthusiastic Associate Officer – Hygiene Promotion & Community Engagement for its WASH project. The Position will be responsible for supervision of the overall hygiene related activities at camp, facilitate hygiene relevant training, meetings and reporting activities to concerned stakeholders. The incumbent will support the team to provide technical assistance to the Hygiene Promotion Assistant (HPA), regular coordination with IOM & WASH sector, WASH NFI distribution, identification of needs of the community etc. The incumbent must have active participation in the WASH sector and HP working group. The role of the position also includes ensuring compliance with hygiene standards and the quality service delivery across all field activities.

Key responsibilities include (not limited to):

Project Implementation (60% of Time)

- Oversee the implementation of hygiene related activities in line with project plans and sector guidelines.
- Mobilize and engage communities to promote safe hygiene practices and prevent disease transmission.
- Support the establishment and capacity building of WASH Committees and User Groups for community-led hygiene promotion.
- Facilitate behaviour change initiatives through hygiene campaigns, community meetings, and interactive sessions.
- Supervise hygiene promoters / volunteers and field teams, providing day-to-day technical support and guidance.
- Coordinate the distribution of WASH NFIs (soaps, MHM kits, hygiene kits etc.) through GDT, including preparation of muster rolls and support to PDM (Post Distribution Monitoring) etc.

- Organizing capacity building training and develop BCC / IEC materials related to the hygiene activities & design the module.
- Develop and apply hygiene activity monitoring tools and track progress against agreed targets.
- Participate in JART assessments and follow up on action points to ensure effective implementation.
- Organize and implement community hygiene campaigns and support the observance of global hygiene events.
- Lead hygiene responses during AWD outbreaks and coordinate water container cleaning interventions.
- Perform other duties as assigned to support overall WASH and community engagement objectives.
- Assist Technical Officer / Project Manager in planning, scheduling and implementing project activities.

Coordination and Communication (20% of Time)

- Liaise with SMSD, NRM / DRR, government authorities (CiC Officials) and other stakeholders at camp to ensure effective coordination and collaboration.
- Attend HP coordination meetings and represent the hygiene promotion component effectively.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the project's goals on safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.

Reporting and Documentation (20% of Time)

- Collect, analyse and report hygiene data and contribute to internal and donor reporting requirements.
- Support hygiene-related assessments and ensure accurate data collection using Kobo or similar tools.
- Ensure accurate and timely reporting of distributions and share relevant data with the MEAL team.
- Timely reporting any gaps and/or duplication in service delivery and advocating through the appropriate mechanism for achieving agreed minimum standards and service delivery quality.
- Prepare monthly and quarterly narrative progress reports and organize monthly & quarterly progress reviews.
- Assist the MEAL Officer for proper implementation of proper CFM system and ensure proper reporting as per agreed plan.
- Participate in the development of new proposals writing process.

Relationships

The incumbent will report to the **Project Manage**.

Required Educational Qualifications and Experiences

- Bachelor's degree in WASH related studies (environment, public health, geology, URP, social science etc.) or equivalent other relevant disciplines. Education may be considered in terms of having experience.
- At least 3 years working experience, including 2 years in Rohingya crisis in NGO sector.

Required Technical Competencies

- Experience in social cohesion / humanitarian response program is preferable.
- Demonstrated ability to work well under pressure to meet deadlines.
- Team-work oriented, capacity to work independently, personal commitment, efficiency, flexibility, experience in working effectively and harmoniously with colleagues from varied cultures and professional backgrounds at all levels.
- Strong communication skills in both verbal and written in English and Bangla.
- Computer skills on MS word, Excel, PowerPoint etc.
- Skills in report writing, documentation and presentation.
- Gender sensitive and familiar with humanitarian principles & Human Rights Based approach.
- Good knowledge of using internet and software packages (i.e. MS Office, Kobo Toolbox etc.).
- Proficiency on local language (Rohingya) can be an added value.

Application instructions

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

- The last date of application is **01 September 2026**. Due to emergency, recruitment will be on rolling. The interested candidates are requested to apply early before deadline
- Please [Click Here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce, ensuring equal opportunity for 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 funds/money from a job applicant should be regarded as fraudulent.