

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

## **Project Coordinator**

Project Name	:	Civil Society–Led Transformation Toward Gender-Responsive Climate Resilience in Coastal Bangladesh and Vietnam
Unit/Priority Name	:	Resilience and Climate Justice
Location of posting	:	Shyamnagar at Satkhira and Pekua at Cox’s Bazar)
Types of contract	:	Contractual, up to December 2028
Number of position	:	2 (Two)
Salary and benefits	:	Monthly Salary BDT. 53,453 with other admissible benefits such as festival bonus, medical insurance, group life insurance, etc.

## **Job Summary**

The Project Coordinator – Field leads the coordination and delivery of field-level interventions of the project under the Resilience and Climate Justice programme. The role ensures high-quality implementation of gender-transformative climate adaptation, disaster risk reduction (DRR), and climate-resilient livelihood actions, with a strong focus on strengthening the leadership, agency, and participation of women, youth, and CSOs.

The position provides operational leadership to field teams and partner CSOs, oversees planning, budgeting, monitoring, reporting, and learning, and ensures compliance with ActionAid Bangladesh (AAB) policies and donor requirements, including safeguarding, accountability, transparency, and zero tolerance for corruption. The Project Coordinator – Field represents the project at District and Upazila levels and works closely with grassroots CSOs, women- and youth-led groups, government institutions to strengthen community resilience and shift power toward marginalized groups and CSOs.

## **Key responsibilities include (not limited to)**

### ***Project Planning, Implementation and Supervision (Time Allocation: 30%)***

- Lead preparation and execution of annual, quarterly, and monthly work plans aligned with the project’s theory of change, results framework, timelines, and donor compliance.
- Coordinate delivery of gender-responsive climate adaptation, DRR, and community-based resilience and livelihood interventions.
- Ensure feminist, rights-based, and climate justice principles are integrated into all field activities.

- Regular communication and reporting to the project manager and other technical team members at Dhaka level (DM-HP & Officer-WRGE on progress of field level activities Maintain working relation with LRP Coordinator to ensure coordinated comprehensive nexus programme at LRP level
- Supervise field staff and CSO representatives to ensure quality, timeliness, and accountability to rights holders.
- Promote adaptive management and innovation based on evidence, learning, and community feedback, in coordination with the LRP Coordinator.
- Closely collaborate with the respective staff members of ActionAid Bangladesh to implement the project through understanding thematic priorities.
- Develop strategy for community mobilization ensuring inclusion of persons with disabilities, minority groups, and other marginalized community people including CSO groups, aligned with achieving objectives of the project.
- Closely works with the local DMCs, youth, and women leaders to provide technical support to implement the LAPA and take the initiative to link with other service providers.

#### **Capacity Strengthening and Team Leadership (*Time Allocation: 20%*)**

- Mentor and coach Programme Office and Field Facilitator on the issues of gender transformative community resilience development, community-led adaptation and Disaster Risk Reduction initiative in the given context.
- Support colleagues to practice participatory tools as part of community agency building and taking practical action on the ground.
- Strengthening capacities in leadership, organizational development, advocacy, and gender-responsive climate governance.
- Facilitate trainings, peer learning, and reflection sessions.
- Support inclusive community processes and women's and youth leadership in resilience and emergency response structures (e.g., WYLERGs).
- Identify, assess, and manage field-level operational challenges and risks also share with Project manager in a timely manner.

#### **Stakeholder Coordination and Advocacy (*Time Allocation: 15%*)**

- Maintain effective coordination with local and Upazila-level government bodies, disaster management committees, and CSO networks.
- Support CSO-led advocacy for inclusive, gender-responsive climate and DRR governance.
- Represent the project in coordination meetings, forums, and learning events.
- Facilitate donor, consortium, and external review visits.
- Attend regular meetings with the local DMCs and update the project information with them.

#### **Monitoring, Evaluation, Accountability and Reporting (*Time Allocation: 15%*)**

- Ensure systematic monitoring of outputs, outcomes, and behavioral and governance changes.
- Ensure monitoring and data collection is sex, age and disability disaggregated to track gender equality and inclusion
- Coordinate participatory monitoring, feedback, and accountability mechanisms at the community level.

- Prepare timely narrative, sponsorship, and donor reports in coordination with AAB and consortium partners.
- Work closely with the MEAL unit to ensure data quality, learning, and evidence-based decision-making.

#### **Administrative, Financial and Anti-Corruption Management (*Time Allocation: 10%*)**

- Collect and compile field data, case stories, success stories, photos, and meeting minutes.
- Support participatory budgeting and expenditure tracking in line with AAB guidelines.
- Review bills, vouchers, and procurement to ensure transparency, compliance, and value for money.
- Support audits and follow-up on findings.
- Uphold zero tolerance for corruption and ensure compliance with anti-fraud and accountability policies.
- Ensure Upazila and District level reporting to the local administration as per requirement of NGOAB and local administration.

#### **Documentation and Learning (*Time Allocation: 10%*)**

- Ensure proper documentation and archiving of plans, reports, and learning.
- Support development of case studies and learning briefs on women- and youth-led climate action.
- Contribute to cross-country and federation-wide learning and knowledge sharing.

### **Educational Qualification and Experience**

- Master's degree in agriculture, Environmental Science, Social Science in the area of Development Studies, or related field.
- Minimum 5 years' experience in climate-vulnerable contexts, with proven leadership in project coordination, CSO strengthening, advocacy, and donor reporting.

### **Required Competencies**

#### **Technical Skills & Competencies**

- Strong technical expertise and experience in gender-responsive climate adaptation, DRR, climate-resilient livelihoods, and resilience programming in coastal and climate-vulnerable contexts.
- Basic knowledge of the Bangladesh government structures of disaster management and locally led risk analysis tools and techniques.
- Strong understanding of gendered impacts of climate change and disasters in coastal contexts, including GBV risks
- Skilled in capacity strengthening of CSOs, women- and youth-led groups, including organizational development, leadership, and advocacy.
- Effective coordination with government institutions, consortium partners, and community stakeholders at local and Upazila levels.
- Proven capacity in project cycle management, including planning, implementation, monitoring, and adaptive management, aligned with both donor and organizational requirements.

- Sound knowledge of feminist approaches, Human Rights–Based Approach (HRBA), climate justice, and social inclusion, with practical application at the field level.
- Experienced in MEAL systems, results frameworks, indicators, participatory monitoring, community feedback mechanisms, and evidence-based learning.
- Competent in budget management, financial tracking, and value-for-money principles, working effectively with finance and compliance teams.
- Familiar with digital tools, including Google Forms, Sheets, online collaboration platforms, and basic AI applications for data management and reporting.
- Strong analytical, documentation, and report-writing skills, converting field-level evidence into learning products, case studies, and policy insights

## Application instructions

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

- Last date of application is **18 February 2026**
- Please [click here](#) to submit your application.

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**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 job applicants should be regarded as fraudulent.**