

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:

## Officer – EPR (Emergency Preparedness & Response)

Project	:	Camp Coordination and Camp Management (CCCM) Project, Funded by UNHCR
Location of posting	:	Teknaf, Cox's bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 31 December 2025 (if not extended)
Number of Position	:	01
Salary and benefits	:	Monthly Gross Salary will be <b>BDT. 80,560</b> with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

### Job Context

Over 1 million Forcibly Displaced Myanmar Citizens (with the majority comprising women and children), took shelter in camps in Cox's Bazar in southern Bangladesh in August 2017. The Government of Bangladesh, together with national and international partners, has been proactively responding to this crisis through extensive humanitarian response. The government allocated 2,000 acres of land that is apportioned into different camps as temporary settlements for the Rohingya people. There is a coordinated effort to provide critical life-saving assistance i.e. food, nutrition, shelter, water, health & hygiene, psycho-social support and counselling, and basic education services to the Rohingya people living in the camp and host community settlements.

ActionAid is going to implement site management activities in different camps in Teknaf. As an agency engaged in Rohingya Crisis Response since September 2017, ActionAid has the experience in coordinating with a range of camp actors, including the Rohingya and their representatives, and in facilitating the site management role in Rohingya camps.

The major activities related to site management are identifying critical humanitarian needs and addressing those through coordination & collaboration with different stakeholders; anchoring information management also, complaints and feedback mechanism; linking community with different service providers; facilitating camp operations and DRR actions.

### Key responsibilities include (not limited to)

**Carry out quality delivery of EPR activities in a timely, efficient and dynamic manner (80%)**

- Facilitate Community Risk Assessment and support the development of Participatory Risk Reduction Action Plan (PRRAP)
- Mobilize Disaster Management Unit Volunteers (capacity building; simulation exercises; early warning, emergency damage assessment reporting) for mitigating disaster risks and building resilience
- Leading role in development and implementation of DRR strategy in consultation with CIC, communities and other camp actors
- Assist Disaster Management Committee (DMC) in analyzing emergency damage assessments and response

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- Organize periodic meetings with Disaster Management Unit Volunteers and DMC members on the reduction of man-made and natural hazards
- Develop contingency plan related to camp level disaster using participatory methods in consultation with communities
- Conduct simulations/drills on DRR and hazards
- Undertake disaster risk vulnerability mapping in the camps and share findings with relevant sector leads as well as advice on preparedness actions
- Undertake management and training of SUVs and ensure required tools and equipment
- Ensure regular drills at the camp level in coordination with the fire department, CPP, and the CIC
- Arrange training for capacity building of various sectors
- Attend and represent AAB in sectoral coordination meetings both at Cox's Bazar and at the camp level
- Plan and ensure green coverage of the camps to reduce environmental risks
- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so

## **Reporting and Documentation (20%)**

- Monthly basis EPR database update and share
- SMS and SU Volunteers database update, prepare a monthly work plan and follow up
- Periodic report on DRR and EPR related materials
- Daily/Monthly/quarterly/annual/ad hoc reports, risks assessments are prepared and updated.
- Programme activities implemented in keeping with personal work plan.
- Community workshops, focus group discussions, meetings and other community mobilization activities organized and supported.
- All programme activities implemented in keeping with project Communications Strategy and using the community mobilization for empowerment methodology and participatory tools.
- Submit required financial documents when necessary following the organization's financial policy
- All assignments performed in a quality and timely manner.

## **Relationships**

Officer – EPR (Emergency Preparedness & Response) will report to Manager – Camp Management

## **Required Educational Qualification and Experience**

- University degree (flexible in terms of person having working experience in Rohingya Response)
- Minimum 3 years of working experience
- Minimum 1 years of working experience in emergency projects

## **Technical Skills**

- Proficiency in the local language will be an advantage.
- A clear understanding of protection issues, CCCM, human rights, DRR, and self-resilience
- 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 **Sunday, 15 June 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.

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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.*