

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:

Officer – Child Protection Prevention

Project	: Sustainable Solution and protection for the Rohingya Refugee Community in Camps (funded by UNHCR) Project
Location of posting	: Ukhiya, Teknaf
Number of positions	: 1
Type of contract	: Fixed term contract
Duration of Contract	: Up to 31 December 2026 (if not extended)
Salary and benefits	: Monthly Gross Salary with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Context

ActionAid Bangladesh works with crisis-affected children, adolescents, and their caregivers in Cox's Bazar. The Child Protection Officer will support community-based protection activities, integrate psychosocial support, strengthen community structures, and ensure safe and inclusive access to services.

The role contributes to ActionAid's commitment to child rights, safeguarding, and meaningful participation of children and communities.

The Officer will deliver structured and non-structured psychosocial support (PSS), life skills, positive parenting sessions, and youth engagement activities in camps and host communities. The Officer will work under the Child Protection Coordinator and coordinate closely with Programme and others teams.

Key responsibilities include (not limited to)

1. Program delivery and coordination (40%)

- Coordinate child protection activities across multipurpose centres, community spaces, and outreach points.
- Support community-based child protection mechanisms, adolescent groups, and youth clubs.
- Implement activities according to workplans, ensuring quality, safety, and ActionAid standards.
- Hold regular meetings with community leaders, volunteers, caregivers, and youth groups.

2. Psychosocial support and life skills (30%)

- Facilitate structured and non-structured PSS sessions for children and adolescents.
- Conduct outreach to identify vulnerable children, including children with disabilities, and encourage participation in CP and PSS activities.
- Lead sessions on life skills, problem-solving, resilience building, and transferable skills.
- Facilitate positive parenting sessions and support the formation of parent support groups.

3. Community Engagement and protection awareness (20%)

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- Conduct child-led safety mapping, needs assessments, and group consultations.
- Engage communities in awareness on child protection, positive discipline, early marriage prevention, and psychosocial wellbeing.
- Support CP and youth volunteers through regular mentoring, supervision, and skill-building.
- Identify children in need of additional care or protection and support internal and external referrals.
- Coordinate with Case Management Officers, GBV teams, and external CP actors to ensure appropriate follow-up.
- Maintain strong relationships with CiC, UN agencies, NGOs, and local authorities for coordinated service provision.

4. Monitoring, documentation & learning (10%)

- Track attendance, consent, registration, and referral documentation in line with ActionAid's safeguarding and data protection procedures.
- Collect qualitative and quantitative PSS data and support data entry and secure filing.
- Conduct feedback sessions, simple participatory monitoring, and adapt activities based on community feedback.
- Prepare weekly and monthly plans, reports, and activity updates.

Relationships

Officer – Child Protection Prevention will report to Coordinator - Child Protection

Required Educational Qualification and Experience

- Bachelor's degree in Social Science, Psychology, Social Work, Anthropology, Gender Studies, Law, or any relevant discipline.
- Minimum 4 years of experience in child protection, psychosocial support, community engagement, or humanitarian programming.
- Experience working in the Rohingya response or emergency settings is preferred.
- Worked with SAFE, Girl Shine, and life skills CPSS approaches.

Technical Skill:

- Knowledge of the Rohingya response and humanitarian principles.
- Ability to speak Chittagonian/Rohingya dialect is highly preferred.
- Strong communication and facilitation skills.
- Good skills in MS Word, Excel, and PowerPoint.
- Ability to prepare activity plans, simple reports, and concept notes.
- Basic understanding of budgeting, forecasting, and activity tracking.
- Strong team spirit, respect for diversity, and commitment to child safeguarding.

Application instructions

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

- Last date of application is **04 May 2026**

- 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