

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

Field Facilitator

Project	:	Forum CiV Project
Unit	:	Resilience & Climate Justice
Department	:	Programme, Policy & Campaigns
Location of posting	:	Shyamnagar, Satkhira
Types of contract	:	Fixed Term, 31 December 2025 (if not extended).
Number of position	:	1 (One)
Salary and benefits	:	Monthly Gross Salary will be BDT. 10,005 with other admissible benefits such as festival bonus, and group life insurance etc.

Job Summary:

The Field Facilitator (FF) is a position under the Forum Civ Project, based at Shyamnagar Upazila of Satkhira district. The FF is going to be responsible for the field-level activity planning and implementation of the project at the designated working area. He or she will be accountable to the Programme Manager - LRP Implementation of the LRP-54.

Key responsibilities include (not limited to):

Facilitate of the session with Reflection Action Group(RAG) (40% Time):

- Organize session with Reflection Action Group (RAG)
- Ensuring the presence of participants in the Reflection Action Group (RAG) by visiting their houses regularly.
- Recording the participants' attendance in a register and updating it regularly.
- Providing assistance to the Reflection Action Group (RAG) meetings and activities for their implementation.
- Ensuring necessary logistical support for on-field activities, such as climate-resilient sustainable agriculture (CRSA) practices.
- Ensuring participation of women groups in visiting local government offices for meetings, workshops, advocacy programme, etc.
- Gathering materials for capacity-building/training and input of the women groups.
- Arranging meetings with the women group weekly/every 2 weeks to reflect on the activities..

Organize Training/Capacity Building /awareness building Session (30% Time)

- Arranging materials and logistical support needed for the awareness-building, skill development and/or training programmes of Reflection Action Group (RAG).
- Ensure the presence of participants in the Training/Capacity building session.
- Facilitate Training/Capacity Building session if needed.

Organize Meeting/dialogue/linkage with respective stakeholder's (10% Time)

- Organize different meeting/workshop with local stakeholder / climate forum.
- Working under the supervision of the Disaster Management Committee of the Shyamnagar office/AAB in the event of an emergency and working full-time beyond the working area if the need arises.
- Entitlement to participate in various meetings, workshops and seminar's at different times with regard to the Project.

Planning, Documentation, Reporting and liaison (20% Time)

- Preparing monthly work plan, monthly report and other necessary documents, and submitting them to the Programme Coordinator on time.
- Maintain close liaison with LRP-54 staff and participate in project activities when necessary.
- Any other activities, as assigned by the programme or organization's management Effective management of resources (e.g., stationery) provided from the Project office.
- Providing assistance to implement various types of activities of the Project.
- Updating/Informing the Programme Coordinator/assigned supervisor about the Project activities as needed and asking him/her about necessary information if required.
- Providing regular communication and information support to the Project office and AAB.
- Attending coordination and progress review meetings at the Project office if needed.
- Entitlement to do any activity for the purpose of the organization and the Project...

Relationships

S/he will report to Programme Manager- LRP Implementation of ActionAid Bangladesh.

Required Educational Qualification and Experiences

Education

- Higher Secondary Certificate (HSC).

Experience and Technical Skills

- At least 1-2 years' experience in developing and implementing field-level activities/ training sessions some of which should have been at an early level working with NGOs.

Application instructions

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

- The last date of application is **21 February 2024.**
- 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.

NB: 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.