

ActionAid is a global movement of people working together to achieve greater human rights for all and defeat poverty.

**act:onaid**

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

## Technical Officer

Project	:	Agriculture and Homestead Gardening Project (Funded by WFP)
Location of posting	:	Cox's bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	01 February 2023 to 31st December 2023 (if not extended)
Number of Position	:	2
Salary and benefits	:	Competitive Salary package will be offered to the deserving candidate with other admissible benefits such as medical benefits, mobile & internet allowance and group life insurance etc

## Job Summary

Technical Officer is responsible for designing and planning for agriculture and homestead gardening activities in camp with a particular focus on collecting information, vulnerability assessment, prioritization, planning, reporting and documentation and providing technical support to quality implementation. S/he will maintain coordination with the project team and other stakeholders.

## Key responsibilities include (not limited to)

### Implementation

- Project intervention implementation planning and monitoring in the camp
- Assist Field Supervisors, Associate Officers, Field Assistant Host Volunteers on participant engagement planning & organizing training
- Assist Project Manager/Field Coordinator in reporting
- Assist Project Manager to collect Need Assessment recommendation from CiC
- Ensure Training, Materials, and input support on time.

### Coordination and Capacity Building

- Manage the team coordination at the camp level
- Coordination with CMO and other Site Development actors within camps
- Participate in the general program coordination meetings (weekly, Bi-weekly & monthly)
- Identify the gaps of the team and initiate formal and informal orientation to the team
- Coordinate CBT distribution
- Attend monthly CiC coordination meeting

## Reporting and Documentation

- Preparation of the regular program reports.
- Organize and prepare Weekly and Monthly Reports.
- Keep all kinds of Documentation of project purpose
- Orient team to understand all AAB policies and ensure practices in regular duties.
- Ensure inclusion in all project participants.

## Relationships

Technical Officer will report to Project Manager.

## Required Educational Qualification and Experience

- Bachelors or Master's in Agriculture or relevant discipline
- Experience working in humanitarian or development contexts.
- Strong organizational and communication skills, as well as the ability to work independently and as part of a team, are essential.

## Technical Skills

- Knowledge of sustainable agriculture and homestead gardening practices and techniques
- Experience working with smallholder farmers and/or displaced populations
- Experience with cash-based transfers (CBT) in Agriculture and Homestead gardening projects
- Skills in report development and other reports writing in English and Bengali
- Result driven, ability to work under pressure and meeting deadlines
- Excellent Interpersonal communication skills and negotiation skills
- High level of integrity and sense of maintaining confidentiality
- Gender sensitive and familiar with humanitarian principles.

## Application instructions

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

- Last date of application is **Wednesday, 25 January 2023**
- 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*