

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

Programme Officer – Community Level

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. 32,148 with other admissible benefits such as festival bonus, medical insurance, group life insurance, etc

Job Summary

The Programme Officer will assist Project Coordinator-Field in planning, implementing, and monitoring community-based activities that enhance civil society participation in gender-responsive climate adaptation and disaster risk reduction. The role emphasizes strengthening grassroots CSOs, women, and youth to engage effectively in democratic processes, advocate for an inclusive climate and DRR actions, and support locally driven resilience. This position also helps expand civic space, encourages stakeholder collaboration, and ensures accountable, participatory, and locally informed program delivery.

Key responsibilities include (not limited to)

Community Mobilization and CSO Support (35%)

- Organize and facilitate regular meetings of women’s and youth groups, ensuring active participation through follow-up and household visits.
- Support the capacity building initiatives for CSOs and community groups
- Support CSOs and community groups to form federation, improve governance, transparency, and accountability.
- Encourage reflection and learning through regular group discussions.

Climate Adaptation and DRR Support (25%)

- Facilitate CSO and community group to prepare Local Adaptation Plan of Action (LAPA)
- Work with UDMC to activate the UDMC and facilitate their CRA-RRAP development/revision process

- Assist in implementing Climate-Resilient Sustainable Agriculture (CRSA) and DRR-related activities at the community level.
- Promote local knowledge, gender equality, and social inclusion in climate and resilience actions.
- Support women and youth groups to engage with Union Parishads and other authorities for advocacy and dialogue.

Capacity Building, MEAL, and Reporting (20%)

- Support awareness sessions, trainings, and skill development activities using participatory approaches.
- Maintain attendance records, activity documentation, and basic reports.
- Support participatory monitoring, community feedback, and learning processes.
- Prepare monthly work plans and reports, ensuring gender-disaggregated data and community perspectives are included.

Coordination and Emergency Support (20%)

- Support community groups to facilitate community risk assessment sessions.
- Maintain regular communication with the line manager and field project team, and CSOs.
- Support field visits, coordination meetings, and learning events.
- Assist in emergency response activities when required.
- Perform any other duties assigned in line with project objectives.

Relationships

Programme Officer will report to the Project Coordinator.

Required Educational Qualification and Experience

- Diploma in Agriculture or HSC (minimum)
- At least 2--3 years of relevant field experience

Technical Skills

- Working experience on diversified community and leading the community.
- Knowledge of climate-resilient agriculture and DRR
- Experience facilitating women's and youth groups
- Working experience with Union Parishad
- Strong communication, facilitation, and problem-solving skills with respect to understanding of HRBA, gender equality, and social inclusion
- Basic computer skills

Application instructions

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

- Last date of application is **18 February 2026**. *The interested candidates are requested to apply before deadline.*

- 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