

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

Shelter Caregiver

Project Name	:	Inclusive Services and Opportunities (ISO) for Human Capital Development and Livelihood, funded by UNFPA
Location of Posting	:	Cox's Bazar, Chottoogram, Cumilla and Bandarban
Duration of Contract	:	Fixed-term contract up to 31 December 2026 (renewable depending on funding availability and performance).
Salary and benefits	:	Monthly Consolidated Salary BDT. 18,776 with other benefits mobile & internet allowance, group life insurance only

Job Summary:

The Shelter Caregiver will assume the duty of supervising the ISO-MoWCA Safe Shelter premises at the designated location with professionalism and a strong focus on resident satisfaction. This role involves assessing the performance of the building, ensuring that all activities and services cater to the needs of shelter residents. Furthermore, the Caregiver will offer technical assistance to the SIO-MoWCA shelter team in managing overall operations. Creating a secure and welcoming environment across all SIO-MoWCA office and residential buildings is also a key aspect of the role.

Key responsibilities include (not limited to):

Shelter Management (75% of Time)

- Oversee the day-to-day operation of the SIO-MoWCA shelter, including maintenance, supplies, and logistic support, with a professional and resident-focused approach.
- Assist the Shelter Coordinator in ensuring proper staff management, including preparing monthly duty rosters and monitoring shifts to ensure the shelter operates 24/7.
- Provide active and sensitive support during emergencies as directed by the Shelter Coordinator.
- Ensure accurate registration, discharge processes, maintenance of case files, necessary documentation, and a functioning client feedback mechanism.
- Organize and facilitate daily activities for residents, considering their age, gender, and cultural sensitivities.
- Manage food supplies, ensure timely stock management, and maintain accurate consumption records.
- Support procurement processes and ensure timely acquisition of necessary items for the Shelter.
- Update the inventory and asset tracker monthly in coordination with the Shelter Coordinator.
- Assist in preparing and maintaining individual client care plans, organizing regular client meetings, and keeping the team updated.
- Work with the Shelter Coordination to ensure all residents' physical and mental needs are met.
- Facilitate mutual communication and ensure adherence to ISO-MoWCA building procedures and policies.

- Ensure compliance with recognized international best practices, ISO-MoWCA key policies, and safeguarding policies.

Staff Management (10% of Time)

- Supervise and closely monitor the activities of Shelter support staff, including cooks, cleaners, drivers, and security guards.
- Assign responsibilities to staff members and conduct regular monitoring and follow-ups.
- Develop capacity-building plans for supervisees and facilitate relevant training sessions.

Work Planning & Reporting (5% of Time)

- Develop monthly work plans and assist the Shelter Coordinator in preparing reports.
- Compile all relevant documentation related to Shelter activities and submit them to the supervisor for reporting purposes.

Embedding Leadership Practices Across the Team (10% of Time)

- Foster an inclusive and equitable work environment that reflects strong leadership values.
- Encourage team members to address power imbalances and promote collaborative decision-making.
- Serve as a role model by demonstrating empathetic leadership and prioritizing shared accountability within the team.

Relationships

The Shelter Caregiver directly report to the Shelter Coordination/ Counsellor.

Required Educational Qualifications and Experiences

- Graduate degree in psychology from a recognized university with expertise in mental health and psychosocial support.
- Bachelor or master's degree in any relevant discipline.
- Minimum 1- 2 years of experience in the field of child protection, GBV, social work, or case management.
- Prior experience in GBV protection during protracted crises or early recovery is a significant advantage.
- Experience working in Chattogram Division is an advantage.

Technical Skills

- Skills in adolescent engagement, camp coordination, protection, gender development, and training facilitation.
- Proficient in computer office management, reporting, and maintaining confidentiality.
- Strategic thinking, analytical ability, and planning skills.
- Demonstrated experience and commitment to working with marginalized communities.
- Strong verbal and written communication skills including fluency in Chittagong.
- Upholds humanitarian values and principles.

Application instructions

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

- The last date of application is **23 March 2026**. Due to emergency, recruitment will be on rolling. The interested candidates are requested to apply early before deadline
- 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.

N.B: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from a job applicant should be regarded as fraudulent.