

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

## **Fellow – People and Culture**

|                      |                                                                                                         |
|----------------------|---------------------------------------------------------------------------------------------------------|
| Department           | : People and Culture                                                                                    |
| Location of posting  | : Cox's Bazar                                                                                           |
| Number of positions  | : 01                                                                                                    |
| Type of contract     | : Fixed term contract                                                                                   |
| Duration of Contract | : Up to 31 December 2026 (if not extended)                                                              |
| Salary and benefits  | : Monthly Honorarium will be BDT. 30,000 with other admissible benefit such as group life insurance etc |

### **Job Summary**

As a key support member of the People & Culture team in Cox's Bazar, the Fellow – People and Culture plays a vital role in assisting the primarily in documentation, day-to-day HR operational and administrative tasks. This role is primarily responsible for document management, staff personnel creating and update, electronic personnel file update, and supporting HR systems. The position is essential to maintaining the accuracy and integrity of personnel records and delivering seamless HR support services.

### **Key responsibilities include (not limited to):**

#### **Documentation and Database Management (100% of time)**

- Create and update personnel files for both active and inactive staff, ensuring completeness and accuracy in line with organizational standards.
- Update existing personnel files on a regular basis to reflect current employment status, documentation, and any changes in staff records.
- Scan all personal file documents systematically and ensure proper quality of scanned copies.
- Upload scanned documents into the ERP system and cloud-based storage in a timely and organized manner, ensuring accurate filing and easy retrieval.
- Maintain and update ERP and physical personnel files in accordance with compliance requirements.
- Conduct systematic verification of personnel records to ensure completeness and readiness for audits and compliance reviews.
- Update movement, new joiner, and leaver lists in coordination with the relevant Officer.
- Assist with separation formalities for exiting staff and ensure related documentation is properly maintained.
- Provide documentation support for new employees, including compiling and organizing required onboarding paperwork.
- Support recruitment activities with administrative tasks as required, including documentation coordination.
- Maintain the integrity and confidentiality of personnel files and records.
- Coordinate with relevant HR team members to identify and resolve any documentation gaps in active or inactive staff files.

- Provide general administrative assistance to the HR team as needed to support broader HR functions.

## Required Educational Qualification and Experience

### Education & Experience:

- Graduation degree in human resources, Business Administration, or any related field.
- Freshers are encouraged to apply. Candidates having 1 year of progressive work experience will get advantage. Experience of working in Humanitarian Response projects will be given preference.

## Technical Skills/ Key Competencies

- Excellent skills in computer-based application packages i.e. MS Office and web-based applications/ tools.
- Good understanding on staff safety, security, health and wellbeing issues.
- Excellent interpersonal communication skills.

## Relationships

- Fellow – People and Culture will report to the Coordinator – People and Culture.

## Application instructions

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

- Last date of application is **27 September 2026**
- Please [click here](#) to submit your application. (ActionAid only received applications through this online recruitment module)

---

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.*