

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

Associate Officer - Sports for Protection

(Only Female candidates are encouraged to apply)

Project Name	:	Sustainable Solution and protection for the Rohingya Refugee Community in Camps (Supported by UNHCR)
Location of Posting	:	Ukhiya/ teknaf
Types of contract	:	Fixed-term contract up to 31 December 2026 (if not extended).
Salary and benefits	:	Monthly Consolidated Salary BDT. 56,592 with other benefits mobile & internet allowance, group life insurance only

Job Summary:

The Associate Officer - Sports for Protection will be responsible for implementing Sports for Protection, Social Cohesion, and Inclusion activities in Rohingya refugee camps in Ukhiya and Teknaf, Cox's Bazar. This role will involve building capacity and supervising volunteers, organizing work plans, and mobilizing communities to strengthen inclusivity, protection, and social cohesion. The Associate officer will facilitate various sports-based activities and ensure adherence to rules, regulations, and codes of conduct.

Key responsibilities include (not limited to):

Facilitation of Sports for Protection, Social Cohesion, and Inclusion Activities

- Identification of sports field in consultation with community, present users, UNHCR and camp authority and assist in activities for preparing field for sports.
- Keep the sports field usable for regular sports with community. Prepare sports field day wise use plan in a community led approach.
- Mobilize community in care & maintenance of sports field with support from volunteers.
- Identify sports club members, participants for training and workshop, training venue, and facilitate sports club formation and keep functioning.
- Mobilize for sports club operational manual through a participatory process.
- Mobilize community, prioritize community proposed sports and identify the sports community prefer.
- Organize and supervise sports events, tournaments, and competitions. Arrange sports events inside the camp, inter-camp sports competition, and 'sports for peace- mega refugee football event'.
- Dissemination of Sports for Protection message during Day Observance.
- Support for sports for protection stakeholders meeting and prepare implementation strategy
- Develop and implement sports-based activities to promote inclusivity, protection, and social cohesion among refugees and host communities.
- Establish/maintain/update database of sports club members, and volunteers (formation process, date of formation, profiles, training attendance) in the respective location of responsibility.

- Provide regular feedback to AAB on the status of the club members, volunteers and relevant changes in the compositions in the camp.
- Facilitate training sessions on sports skills, rules, regulations, and codes of conduct for volunteers and participants.
- Monitor and evaluate the impact of sports activities on participants' well-being, social cohesion, and protection.
- Coordinate with relevant stakeholders, including UNHCR and other partners.

Administrative Support

- Work with the Coordinators to make plans for the material and logistical needs of the program.
- Initiate sports and store items procurement requisitions, receive, and preserve in stores.
- Supervise, monitor providing frontline support to volunteers in relation to the distribution of material (for instance, forms, vests, stationery), administrative (i.e. issuance of ID card, attendance record keep and filing, payment of support cost, approval of sick/business leave) task.
- Ensure admin support for logistical needs (arrange training venue, lunches, breaks, and other amenities) to enable volunteers to perform their work efficiently.

Supervision of Volunteers, Organization of Work Plans, and Mobilization Activities

- Recruit, train, and supervise volunteers to support sports activities, including sports field and stores.
- Develop and implement work plans for sports programs at the camp level.
- Mobilize refugees and host community members to participate in sports activities.
- Coordinate with community leaders and organizations to ensure effective outreach and engagement.

Coordination with Sports Clubs, Existing Youth Clubs, and Stakeholders

- Establish and maintain coordination with formed sports club, existing local sports clubs, youth clubs, and other relevant stakeholders.
- Keeping linkage and cooperation with camp actors to leverage resources and expertise for sports programs.
- Represent ActionAid Bangladesh in relevant Block meetings and forums.

Reporting and documentation

- Maintain accurate records of participant attendance, training sessions, and event outcomes.
- Facilitate sports club formation and meeting records.
- Collect data, prepare and submit weekly, monthly, half-yearly, and annual reports on project activities, progress, and challenges.
- Work with the volunteers, to provide daily updates, review past week's work/activities.
- Lead a debriefing session for experience sharing and learning among the volunteers.
- Maintain communication with community and the volunteers on a regular basis to understand the problems, challenges they face in their work, and together with the team, identify and implement creative solutions.
- Identify good practices, promote and recognize outstanding work performance or contribution from volunteer team members.
- Set up and maintain database, filing, documentation, and record systems to support all the above-mentioned works

Relationships

The incumbent will report to the **Coordinator – Sports for Protection**

Required Educational Qualifications and Experiences

- Bachelor's degree in sports management, physical education, social work, or a related field. Education may consider in terms of having experience in the related field.
- Minimum 1-2 years of experience working in sports development, community engagement, or humanitarian settings.
- Experience working with refugees or marginalized populations is preferred.

Required Technical Competencies

- Strong organizational and planning skills.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Passion for sports and its potential to promote social change.
- Cultural sensitivity and understanding of diverse communities.
- Ability to adapt to changing circumstances and challenges.
- Strong ethical principles and commitment to human rights.
- Fluency in English and Bengali, and local/Rohingya accent is essential.

Application instructions

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

- The last date of application is **15 July 2026**.
- 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.