

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

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

Senior Officer - Gender-Based Violence (GBV)

Project	: Sustainable Solution and protection for the Rohingya Refugee Community in Camps (funded by UNHCR) Project
Location of posting	: Ukhiya/Teknaf
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 Gross Salary with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Context

The GBV Senior Officer will be a camp-based position responsible for supporting the implementation, monitoring, and reporting of GBV prevention programs, including Girl Shine, Male Role Model (MRM), Women's Empowerment initiatives, and SASA! Together. The role involves supervising frontline staff, conducting regular field visits, supporting capacity-building initiatives, engaging with key stakeholders, and ensuring program implementation aligns with organizational and donor requirements.

Key responsibilities include supporting the establishment and effective functioning of Women and Girls Safe Spaces (WGSS) and Male Engagement Centers (MEC), facilitating community mobilization efforts, and promoting inclusive and conflict-sensitive programming. The Senior Officer will also contribute to high-quality reporting, ensure data accuracy, and uphold safeguarding and protection standards across all program activities.

Key responsibilities include (not limited to)

1. GBV Prevention Program Implementation (50%)

- Support the effective implementation of Girl Shine, Male Role Model (MRM), Women Empowerment, and SASA! Together programs, ensuring alignment with organizational goals and donor requirements; regularly monitor activities, assess progress, and recommend necessary adjustments.
- Conduct regular field visits across Ukhiya and Teknaf camps (minimum 3–4 days per week) to monitor program sessions and volunteer outreach, while maintaining strong and effective communication with community members.
- Assist in the implementation of work plans and monitoring and evaluation (M&E) frameworks for GBV prevention programming.
- Provide technical support to field teams to ensure the effective operation of Women and Girls Safe Spaces (WGSS), ensuring safe, confidential, and accessible services.

- Support and facilitate capacity-building initiatives for staff on key program approaches, including Girl Shine, MRM, Women Empowerment, and SASA! Together.
- Provide mentoring and day-to-day technical guidance to prevention staff to ensure quality and consistency in activity delivery.
- Support the development and implementation of key project planning documents, including detailed implementation plans, M&E plans, procurement plans, and HR plans.
- Support the establishment and/or renovation of WGSS and Male Engagement Centers (MEC), ensuring compliance with safety, confidentiality, and accessibility standards.
- Ensure all program activities are conflict-sensitive and inclusive, addressing the needs of vulnerable and marginalized groups, including gender-diverse populations.
- Ensure all activities prioritize participant safety and well-being in line with safeguarding and protection policies, and promptly report any concerns.
- Contribute to the preparation and submission of high-quality donor and internal reports related to GBV prevention programming.
- Support data collection, verification, and reporting processes to ensure timely submission of weekly and monthly reports.
- Coordinate with field teams to identify material needs and ensure timely procurement and distribution of program supplies.
- Support procurement processes related to training materials and participant support items.
- Supervise staff to ensure proper documentation of activities and timely submission of required records (e.g., master rolls).
- Demonstrate a strong commitment to gender equality, GBV prevention, and the inclusion of gender-diverse populations across all program activities.

2. Staff Supervision and Development (15%)

- Provide supportive supervision to assigned staff and volunteers, ensuring quality implementation of program activities.
- Support the development and monitoring of work plans for supervisees, ensuring alignment with project objectives.
- Participate in performance management processes, including providing feedback and identifying staff development needs.
- Identify skill gaps and support orientation and training sessions to strengthen staff competencies.
- Conduct regular field visits to provide hands-on technical support and mentorship.
- Facilitate regular team meetings and promote a supportive working environment grounded in feminist and survivor-centered principles.
- Promote staff well-being and encourage integration of self-care practices into work routines.

3. Reporting and Monitoring (15%)

- Collaborate with the MIS Officer to compile and verify data from activity reports, ensuring accuracy and completeness.
- Monitor activity implementation against work plans and flag delays or challenges to the GBV Coordinator.
- Support budget monitoring by tracking activity-level expenditures and reporting variances.
- Contribute to the preparation of monthly, quarterly, and donor reports.
- Maintain updated documentation of activities, ensuring proper record-keeping and compliance with organizational requirements.
- Ensure timely submission of activity reports and supporting documentation.
- Support the development of reports summarizing key achievements, challenges, and lessons learned.

4. Coordination and Stakeholder Engagement (10%)

- Support coordination with service providers to maintain effective referral pathways.
- Share relevant program information with stakeholders to enhance coordination and avoid duplication.
- Maintain regular communication with CiC, Site Management, Protection actors, and other stakeholders as required.
- Participate in coordination meetings and share updates on program activities.
- Support internal coordination between program teams to ensure smooth activity implementation.
- Assist in facilitating timely processing of volunteer payments and related administrative tasks.

5. Embedding Feminist Leadership Principles and Anti-Racism Practices (10%)

- Support discussions and activities promoting Feminist Leadership Principles within the team.
- Demonstrate respectful and inclusive behavior in daily interactions.
- Promote survivor participation in program activities and decision-making processes.
- Support initiatives that promote inclusivity and equity within program implementation.
- Monitor team practices and report concerns related to bias or inequity.
- Encourage inclusive program approaches that reflect diverse community needs.
- Support team reflection on power dynamics and equitable service delivery.

Relationships

Senior Officer- Gender-based Violence (GBV) will report to Coordinator – GBV.

Required Educational Qualification and Experience

- Bachelor's degree in Women's Studies, Gender Studies, Social Science, Social Work, Human Rights, Humanities, or a related field. Significant relevant experience may be considered in lieu of formal education.
- Minimum 3–4 years of relevant experience in GBV programs targeting women and girls.
- Demonstrated experience supporting GBV prevention activities.
- Experience with PSS activities, SASA! Together, Male Role Model, and Girl Shine is preferred.

Technical Skill:

- Strong coordination and team-support skills in challenging field environments.
- Demonstrated ability to mentor frontline staff.
- Basic to intermediate knowledge of program planning, monitoring, and reporting systems.
- Strong written and verbal communication skills.
- Understanding of feminist principles and gender equality frameworks.
- Fluency in Bangla and English; knowledge of Rohingya or Chittagonian is an asset.

Application instructions

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

- Last date of application is **09 May 2026**
- 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