

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

## Associate Programme Officer

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	:	Dhaka
Types of contract	:	Contractual, up to December 2028
Number of position	:	1 (One)
Salary and benefits	:	Monthly Salary BDT. 63,310 with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance, etc., as per HROD Policy.

## Job Summary

The Associate Programme Officer is a professional role responsible for supporting the implementation of civil society strengthening and community-based programmes with a strong focus on gender equality, human rights, climate justice, and good governance. The position supports coordination with grassroots CSOs, women- and youth-led groups, and local stakeholders; assists in programme implementation, capacity building, advocacy initiatives, and documentation; and contributes to effective field-level execution and reporting of project activities. S/He should be a strong networker, facilitator, and co-creator of organizing, movement building and creative activism activities. S/He will support strengthening the capacity of the partner organization to implement the advocacy and campaign plans on thematic issues. The position holder provides strategic and operational support to the Project Manager for national and international advocacy, survey and event management, and support to any other tasks assigned by management. This position will require extensive field visits.

## Key responsibilities include (not limited to)

### ***Programme Implementation & Field Coordination (Time Allocation: 30%)***

- Support planning, implementation, and monitoring of community-based programmes on gender equality, climate adaptation, human rights, and governance.
- Coordinate with grassroots CSOs, CROs, WYLERGs, youth groups, and community volunteers for smooth implementation of activities.
- Support field mobilization, community meetings, FGDs, surveys, and basic assessments.
- Assist in logistics, documentation, and follow-up of field activities and pilots.

- Maintain regular communication with field focal points and local stakeholders.
- Coordinate with cross-cutting thematic and functional teams to support project delivery.

#### **Capacity Building & Training Support (*Time Allocation: 15%*)**

- Assist in organizing and facilitating training, workshops, and orientations on gender, climate adaptation, DRR, governance, leadership, and accountability.
- Prepare training materials, attendance sheets, reports, and follow-up action lists.
- Support partner CSOs with participatory tools, basic documentation, and learning processes.

#### **Partnership & CSO Engagement (*Time Allocation: 20%*)**

- Support coordination and relationship management with local and national CSOs, networks, and alliances.
- Assist partners in implementing activities aligned with a human rights-based approach (HRBA).
- Support coordination with government officials, local authorities, and other stakeholders during project activities.

#### **Advocacy, Campaign & Mobilization (*Time Allocation: 20%*)**

- Support community dialogues, youth engagement initiatives, advocacy campaigns, and awareness-raising events.
- Assist in organizing visits of officials, donors, and consortium partners.
- Support digital and offline mobilisation efforts, including campaigns and community events.
- Mobilize the community and lead the community-led campaigns and engagement.
- Share community feedback and learning with the Programme Officer and project team.

#### **Reporting & Documentation (*Time Allocation: 15%*)**

- Collect and compile field data, case stories, success stories, photos, and meeting minutes.
- Assist in updating MEAL tools, trackers, and basic monitoring databases.
- Support preparation of monthly updates, donor reports, and internal documentation.
- Coordinate with communication teams to support the dissemination of project information.

#### **Expected Contributions**

- Effective coordination between communities, CSOs, and the project team.
- Increased participation of women and youth in programme activities.
- Improved quality of field documentation, reporting, and monitoring data.
- Strengthening the functioning and engagement of grassroots civil society groups.

## Educational Qualification and Experience

- Bachelor's degree in social science or environmental science in the area of development studies, gender studies, climate change, disaster management, or a related field;
- Minimum 2 years of relevant experience in community development, civil society engagement, or gender/climate-related programmes.
- Basic understanding of gender equality, human rights, climate change, disaster risk reduction, and governance issues.
- Willingness and ability to travel extensively to field locations.

## Required Competencies

### Technical Skills & Competencies

- Strong documentation and reporting skills in Bangla and English.
- Basic analytical ability to summarize field findings and monitoring data.
- Proficiency in MS Word, Excel (data entry, basic analysis), and PowerPoint.
- Familiarity with digital tools, including Google Forms, Google Sheets, online collaboration platforms, and AI applications.
- Good communication and interpersonal skills.
- Ability to apply participatory methods and tools in community work.
- Strong organizational skills and ability to manage multiple tasks and deadlines.

## Application instructions

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

- Last date of application is **19 February 2026**
- Please [click here](#) to submit your application.

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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 job applicants should be regarded as fraudulent.**