

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

Centre Manager – WFS (Maternity Coverage)

Project	: UNFPA Funded Project
Location of posting	: Ukhiya
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, group life insurance etc

Job Summary

One dedicated and proactive Centre Manager – Maternity Coverage (WFSs) to oversee the operations of two Women-Friendly Spaces (WFSs) in the Rohingya Refugee Camp (camp 12). This role entails managing staff and volunteers, ensuring seamless daily operations, implementing programs, and fostering a safe, inclusive, and empowering environment for women and girls. The Centre Manager will collaborate regularly with the Camp In-Charge, site management, and various sectors. This position requires frequent travel between sites and regular engagement with Rohingya communities, partner organizations, and other stakeholders.

Key responsibilities include (not limited to):

Program Coordination & Implementation (40% of time)

- Oversee all activities at the Women Friendly Space with project goals.
- Ensure timely and high-quality service delivery, including non-technical skills training, GBV awareness, psychosocial support, and livelihood initiatives.
- Monitor and evaluate ongoing programs, gathering participant feedback to enhance services.

Staff and Volunteer Supervision & Capacity Building (15% of time)

- Supervise and support volunteers, case workers, outreach workers.
- Conduct regular mentoring, performance evaluations, and on-the-job training for team members.
- Promote a positive team environment that encourages accountability, respect, and professional growth.
- Coordinate with the trainers, supervise the skilled volunteers to ensure quality skill development activities.

Stakeholder Engagement & Coordination (15% of time)

- Collaborate with community leaders, camp authorities, partner NGOs, and relevant clusters (especially in GBV, Protection, and Livelihoods).

- Ensure effective coordination with other sectors to provide comprehensive support to women and girls.

Center Operations & Safety (15% of time)

- Prepare and Submit MRF, FRF.
- Bill Adjustment.
- Implement safeguarding and protection protocols for staff and participants.
- Maintain accurate record-keeping and reporting systems.
- Ensure proper stock management and resource management.

Monitoring, Reporting & Documentation (15% of time)

- Prepare regular activity reports, success stories, and case studies for internal and external use.
- Contribute to donor reports and ensure compliance with donor requirements.
- Assist in data collection and assessments related to women's needs and program impact.

Required Educational Qualification and Experience**Experience:**

- At least 2/3 years or more direct experience in relevant areas especially with focus on refugee response and coordination. Experience in the sector will also be considered favourably.

Education:

- A university degree, preferably a graduate degree in relevant subject areas Social Sciences, Development Studies, Management.

Technical Skills/ Key Competencies:

- Clear understanding of gender, human rights, issues surrounding violence against women and girls.
- Experience working in emergency responses targeting vulnerable women and girls.
- Demonstrated understanding of and ability to maintain confidentiality and respect for clients.
- Knowledge and experience with community outreach and mobilization.
- Experience facilitating training and workshops and mentoring others.
- Demonstrated commitment to women's empowerment and protection through current/ previous volunteer or paid work in women's group, girls clubs or other relevant experience is an added advantage.
- Fluency in local (languages) required.
- The ability to maintain confidentiality and respect in WFS at all times is essential.

Relationships

- S/he will report to the Project Manager. S/he will work as a team member in this project.

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.