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 candidates for the following position:

Project Coordinator

Project Name	:	Connecting Communities and Institutions for Peace, Safety, and Social Cohesion in the Rohingya Response
Location of Posting	:	Cox's Bazar Sadar
Type of contract	:	Fixed term contract
Duration of Contract	:	Up to 31 October 2027 (if not extended)
Salary and benefits	:	Monthly Gross Salary BDT. 113,852 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary:

The objective of this position is to coordinate and facilitate the implementation of the SDC-funded project in Cox's Bazar, working closely with the project team, implementation partners, youth-led organisations, refugee-led organisations and relevant institutional stakeholders. The position requires a sound understanding of peacebuilding, human security, conflict prevention, social cohesion, protection, human rights and community–institutional engagement. The incumbent will coordinate community-led initiatives to strengthen safety, prevent conflict and promote peaceful coexistence among Rohingya refugees and host communities. S/he will facilitate structured engagement between communities, the Armed Police Battalion (APBn), Camp-in-Charge (CiC) offices and relevant government actors, with particular attention to safe communication, referral, joint problem-solving and institutional accountability. The position holder will also support capacity development of community representatives and institutional actors, youth-led advocacy, participatory risk analysis and evidence-based engagement. S/he will provide programmatic and operational support to the Project Manager, ensuring quality implementation, effective coordination, documentation and reporting in line with project objectives, donor requirements and ActionAid Bangladesh's policies and guidelines. The position will require regular field movement across the project locations in Cox's Bazar.

Key responsibilities include (not limited to):

Programme Facilitation and Implementation (40% Time)

- Provide programmatic and operational support to the project team and implementing partners for planning, designing and implementing project activities in line with the approved project proposal, logframe and organisational guidelines.
- Contribute to the development of annual, quarterly and monthly implementation plans, activity budgets and operational strategies to achieve project objectives and expected results.

- Coordinate community-led peacebuilding, safety and conflict-prevention initiatives, including Community Watch Groups, youth-led safety initiatives, participatory risk analysis and community consultations.
- Facilitate structured community engagement and dialogue with APBn, CiC offices, local administration and other relevant institutional actors to strengthen trust, communication and joint problem-solving.
- Support the establishment and functioning of community–institutional focal-point mechanisms, safe communication channels and community-level referral pathways.
- Coordinate the development and implementation of community safety action plans and follow-up mechanisms to address identified risks and concerns.
- Support the capacity development of youth-led organisations, refugee-led organisations, community representatives and relevant institutional actors.
- Facilitate consultant and external stakeholder engagement, including preparation of Terms of Reference (ToR), work plans, budgets and other required documentation in line with organisational procedures.
- Support partnership management, implementation monitoring, troubleshooting and coordination with relevant project partners.
- Ensure the integration of human rights-based approaches (HRBA), gender equality, safeguarding, conflict sensitivity, Do No Harm and accountability principles across project interventions.

Capacity Building, Advocacy and Campaigning (40% Time)

- Organise and facilitate training, orientation, workshops and consultations for youth groups, community representatives, refugee-led organisations and institutional stakeholders.
- Provide technical support to strengthen community capacity in human security, conflict analysis, risk identification, early warning, conflict prevention and peaceful dispute resolution.
- Support the capacity development of APBn, CiC and relevant institutional actors on conflict-sensitive communication, community engagement, de-escalation, safe referral and accountability.
- Facilitate community–institutional dialogue, joint problem-solving consultations and multi-stakeholder engagement to address community safety and protection concerns.
- Support youth-led advocacy, campaigns and community initiatives promoting social cohesion, inclusion, peaceful coexistence and human security.
- Strengthen the participation and leadership of young women, marginalised groups and refugee-led organisations in community safety, peacebuilding and advocacy processes.
- Support evidence-based advocacy through participatory risk analysis, community consultations, social audits, action research and documentation of community concerns.
- Identify potential risks associated with community engagement, advocacy and campaigning, and support the development of appropriate mitigation measures.
- Promote effective referral linkages between community groups, institutional actors, protection services and relevant government and non-government service providers.

Documentation, Reporting and Evidence Generation (20% Time)

- Prepare monthly, quarterly, semi-annual, annual and other programme reports in line with project requirements, donor guidelines and organisational standards.
- Support the preparation of training materials, facilitation guidelines, community engagement tools, referral documents, advocacy materials and other project resources.
- Document project progress, good practices, lessons learned, community feedback, institutional responses and evidence of changes in practice.
- Support the development of case studies, human-interest stories, success stories and other communication materials highlighting project achievements and community-level changes.

- Coordinate with the MEAL and Communications teams to ensure quality data collection, evidence generation, accountability and visibility of project results.
- Support the preparation of concept notes, ToRs, meeting minutes, event reports, consultation reports and other programme documentation.
- Ensure timely collection, verification and submission of activity-level information and supporting documents from project locations and implementing partners.

Relationships

The incumbent will report to the Lead - Rohingya Response Program and maintain close working relationships with the project team, implementing partners, relevant ActionAid Bangladesh teams, youth-led organisations, refugee-led organisations, APBn, CiC offices, RRRC, local administration, UN agencies, NGOs and other relevant stakeholders in Cox's Bazar and Dhaka.

Required Educational Qualifications and Experiences

- Bachelor's degree in Law (LLB) or a relevant Social Science discipline, including Development Studies, International law , Political Science, International Relations, Peace and Conflict Studies, Public Administration or other relevant subjects.
- A postgraduate degree in a relevant discipline will be an added advantage.
- At least 5–6 years of relevant professional experience in programme coordination, project implementation or development cooperation.
- Demonstrated experience in peacebuilding, conflict prevention, social cohesion, human security, protection, community engagement or human rights programming.
- Experience working with Rohingya refugees and host communities in Cox's Bazar will be highly preferred.
- Practical experience in stakeholder coordination, partnership management and engagement with government institutions, law enforcement agencies, community representatives and civil society organisations.

Technical Skills

- Good understanding of peacebuilding, conflict resolution, human security, social cohesion, protection, human rights and community-based approaches.
- Understanding of relevant legal and institutional frameworks, community safety, referral mechanisms and accountability processes.
- Knowledge of gender equality, safeguarding, conflict sensitivity, Do No Harm and humanitarian principles.
- Strong skills in programme coordination, facilitation, stakeholder engagement and partnership management.
- Excellent written and verbal communication skills in English and Bangla.
- Proficiency in Microsoft Office applications, digital data collection and project management tools.

Required Competencies

- **Leadership:** Ability to take initiative, coordinate activities, complete assigned tasks efficiently and make sound decisions within the scope of responsibility.

- **Emotional Intelligence:** Ability to understand and manage own emotions, demonstrate empathy and maintain constructive relationships with colleagues and stakeholders.
- **Communication and Collaboration**: Strong interpersonal and communication skills to engage effectively with diverse communities, institutional actors, partners and colleagues.
- **Problem-Solving Skills:** Ability to identify challenges, analyse underlying causes and propose practical solutions in line with organisational policies and project objectives.
- **Networking:** Ability to establish and maintain effective relationships with government institutions, law enforcement agencies, civil society organisations, community groups and development partners.
- **Learning Agility:** Ability to learn from experience, adapt to changing contexts and apply feedback to improve programme implementation.
- **Decision Quality:** Ability to exercise sound judgement, assess potential risks and make appropriate decisions based on available information and organisational procedures.
- **Safeguarding and Accountability:** Demonstrated commitment to ActionAid's safeguarding policies, code of conduct, accountability standards and zero-tolerance approach to sexual harassment, exploitation and abuse.
- **Equal Opportunity and Safeguarding:** ActionAid Bangladesh aims to attract and select a diverse workforce and is committed to equal opportunity in employment. All employees are expected to comply with ActionAid Bangladesh's Safeguarding Policies, Code of Conduct and other relevant organisational policies. ActionAid Bangladesh maintains zero tolerance towards sexual harassment, exploitation and abuse, and child abuse.

Application instructions

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

- The last date of application is **11 November 2026. Due to emergency, recruitment will be on rolling basis. The interested candidates are requested to apply early before deadline.**
- 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.