

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

GBV Case Worker

Project Name	:	Sustainable Solution and protection for the Rohingya Refugee Community in Camps, (funded by UNHCR)
Location of Posting	:	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 BDT. 49,290 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary:

The GBV Case Management Case Worker is responsible for providing comprehensive and confidential support to GBV survivors, ensuring a survivor-centered approach. This includes case management, communication, and reporting, alongside embedding feminist leadership principles and anti-racism practices within the organization.

Key responsibilities include (not limited to):

GBV Case Management Implementation (60% of Time)

- Ensure informed consent is obtained before initiating case management services.
- Receive, classify, and register cases following standard operating procedures.
- Conduct initial assessments, ensuring survivors' immediate safety and access to services while respecting their dignity and confidentiality.
- Facilitate ethical and appropriate referrals for survivors to internal and external service providers.
- Provide regular follow-up and psychosocial support using appropriate techniques.
- Ensure the case closure process adheres to established criteria and engage survivors in feedback surveys.
- Accompany survivors to safe shelters, One-Stop Crisis Centers (OCC), or other service points as needed.
- Organize case conferences for complex cases when required.
- Maintain strict confidentiality of case information and adhere to the Information Sharing Protocol (ISP).
- Securely store all case files in a locked cabinet system.

Communication and Coordination (20% of Time)

- Liaise with CiC, ACiC, CiC staff, and other government officials to facilitate smooth referrals.
- Regularly coordinate with service providers (e.g., legal aid, health services, safe shelters) to ensure comprehensive support for survivors.
- Conduct weekly visits to service centers and monitor volunteer representation through surprise visits.
- Support case management volunteers through technical guidance, capacity-building initiatives, and regular supervision.
- Assist in organizing awareness-raising campaigns, social mobilization activities, and events.
- Ensure access to updated GBV referral pathways and maintain timely communication with service providers.
- Represent the organization at camp-level coordination meetings as required.

Reporting and Documentation (20% of Time)

- Submit bi-weekly case tracker reports, monthly narrative updates, and other required reports to supervisors.
- Input data into GBVIMS monthly, ensuring adherence to data protection protocols.
- Maintain and update both soft and hard copies of case files and information tools.
- Prepare and share monthly work plans, accomplishment reports, and high-risk case summaries.
- Develop and monitor volunteer work plans.
- Digitize case files by scanning and uploading them daily to the organization's secure system.

Embedding Feminist Leadership Principles and Anti-Racism Practices (10% of Time)

- Act as a role model by embodying Feminist Leadership Principles in daily work and team interactions.
- Foster team awareness and create a supportive environment for adopting these principles.
- Actively promote anti-racism practices, ensuring personal and team actions reflect this commitment

Relationships

The GBV case worker directly reports to the GBV Case management Supervisor.

Required Educational Qualifications and Experiences

- Bachelor of Social Science (BSS) in social work, social studies, psychology, counselling Professional diploma/ University degree in social work, social studies, psychology/child's psychology, counselling, or any other related discipline
- Minimum 02 years' experience in the field of child protection/protection/ GBV/ social work/case management or a related field in humanitarian settings.
- Strong understanding of survivor-centered approaches and GBV guiding principles.
- Proficiency in using GBVIMS or similar case management systems.

Technical Skills

- Excellent communication and coordination skills.
- Ability to maintain confidentiality and adhere to ethical standards.
- Strong organizational and reporting abilities.
- Cultural sensitivity and commitment to promoting gender equality and anti-racism.

Application instructions

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

- The last date of application is **08 August 2026**. Due to emergency, recruitment will be on rolling. 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.