

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



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

Associate Officer - People & Culture (Operations)

Project	: Strengthening Prevention and Response to Gender-Based Violence and Harmful Practices in Development and Humanitarian Contexts in Bangladesh Including Rohingya Settings, funded by UNFPA
Location of posting	: Cox's Bazar
Type of contract	: Fixed term contract
Duration of Contract	: Up to 31 December 2026 (if not extended)
Salary and benefits	: Monthly Gross Salary BDT. 58,289 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary

As a key member of the People & Culture (P&C) team in Cox's Bazar operations, the Associate Officer will support comprehensive P&C functions, ensuring seamless coordination with humanitarian response programs. This role serves as the primary contact for documentation, staff and volunteer database management, payment processing, and training facilitation. Additionally, the incumbent will assist in staff development initiatives, recruitment processes, and general P&C operations.

Key responsibilities include (not limited to):

Documentation and Database Management (35% of time)

- Maintain organized and confidential personnel files for all staff.
- Digitize and securely store documents in a cloud-based system or ERP.
- Update databases with staff movements, including new hires and departures.
- Ensure compliance in documentation during staff separations

Recruitment Support: (40% of time)

- Communicate professionally with potential candidates.
- Support in end-to-end recruitment processes, ensuring a transparent, and bias-free approach.
- Arrange logistics for assessments and interviews, including scheduling and resource booking.
- Coordinate with interview panels and manage reference checks.
- Coordinate candidate communication for written tests and interviews.
- Prepare attendance records for interview sessions.
- Ensure conflict of interest declarations are completed.
- Guide selected candidates through the documentation process during onboarding.
- Facilitate initial orientation and support formal induction programs in collaboration with the P&C Coordinator

- Facilitate smooth onboarding by collecting required documents, coordinating IT setup, and completing ERP entries.
- Ensure proper documentation, assign employee IDs, and issue ID cards in line with organisational procedures.
- Maintain comprehensive candidate records, ensuring accuracy and confidentiality.
- Manage offboarding processes, ensuring smooth transitions while maintaining employer brand integrity.

Operational Support: (20% of time)

- Address P&C-related inquiries from staff regarding HR policies, medical claims, leave, timesheets, travel, resignations, and appraisals.
- Prepare necessary forms, including Payment Request Forms (PRF) and Material Request Forms (MRF).
- Support onboarding by issuing ID and medical insurance cards and managing required documentation.
- Coordinate with banks to facilitate salary account openings.
- Assist in obtaining RRRC cards for staff.
- Distribute salary certificates and aid staff in uploading tax acknowledgment receipts into the ERP system.
- Generate quantitative P&C reports as needed.
- Draft official documents such as No Objection Certificates (NOCs), salary certificates, and experience letters

Logistics Support for People & Culture and Safeguarding Team Events: (5% of time)

- Support to identify and secure appropriate venues for events, ensuring they meet capacity, accessibility, and technical requirements.
- Organise and manage event materials, including arranging seating, audio-visual equipment, and necessary supplies.
- Coordinate with external service providers, such as caterers and equipment rental companies, to ensure timely and quality service delivery.
- Manage invitations, registrations, and confirmations, ensuring clear and timely communication with all attendees.
- Provide logistical assistance during events, including setting up, troubleshooting technical issues, and coordinating post-event breakdown.

Required Educational Qualification and Experience

Experience & Training:

- At least 2 years of progressive experience in HR/P&C roles, preferably within humanitarian response projects.

Education:

- Bachelor's degree in Human Resources, Public Administration, or a related field. A Postgraduate Diploma in Human Resource Management (PGDHRM) is advantageous.

Required Competencies

- Ability to work under pressure, particularly during emergency situations.
- Excellent communication and interpersonal skills, with experience working with diverse teams and stakeholders.

Technical Skills

- Proficiency in MS Office and web-based HR platforms.
- Strong understanding of staff safety, security, health, and well-being.
- Excellent interpersonal and communication abilities.
- Capacity to maintain confidentiality and handle sensitive information with professionalism.
- Exceptional organizational and coordination skills

Relationships

- S/he will report to the Human Resource Coordinator. 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 **26 February 2026**. Due to emergency, recruitment will be on rolling. The candidates are requested to apply early before deadline
- 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.

