

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

Programme Officer – Women Rights and Gender Equity

Priority	:	Women Rights & Gender Equity
Directorat	:	Programme, Policy & Campaigns
Location of posting	:	Dhaka
Types of contract	:	Contractual, Up to 31 December 2028
Number of position	:	1 (One)
Salary and benefits	:	Monthly Gross Salary will be BDT. 81,781 with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance, mobile & internet allowance etc, as per HROD Policy.

Job Summary:

The objective of the position is to support Women Rights and Gender Equity team and Lead to:

- Support ongoing and upcoming WRGE projects, programmes and activities in alignment with AAB's Country Strategic Plan (CSP), International Strategic Plan (ISP) and Women's Rights International Platform, as assigned.
- Facilitate the implementation of assigned projects and programmes.
- Support the implementation of all WRGE events and advocacy both at local and national level, including Day Observations, campaigns, thematic workshops, capacity building trainings, among others.
- Support WRGE led research, surveys, and data collection processes.
- Support to WRGE reporting and documentation processes, both internal and external, including, but not limited to knowledge management, publications, external communication and awareness raising material.

Key responsibilities include (not limited to):

Research and Report (20% Time):

- Support studies, research, and survey activities under WRGE.
- Support the dissemination of findings of WRGE studies, research, and survey activities at local, national and international level.
- Work on the incorporation of studies, research, and survey findings at local, national, and international programs, campaigns and activities, where relevant.
- Support WRGE reporting, documentation and knowledge management processes.
- Draft, collect, and compile case stories, best practices and lessons learnt for WRGE reporting, communication, and knowledge management.

Campaign and Event Management (15% Time)

- Support to design & develop strategy for campaigns and events.
- Coordinate the implementation of campaigns and events including:
- Coordinating campaign implementation at local & national level, including LRPs & project implementation areas;
- Coordinating campaign implementation at programs under other Strategic Priorities;
- Coordinating media outreach.

Project and Program Implementation and Partner Management (30% Time)

- Support the implementation of activities outlined under assigned project as per project agreement.
- Work with implementing partner in ensuring timely implementation of all outlined activities and deliverables under the project;
- Monitor the quality of project activities and deliverables;
- Assist in preparing updates and reports for donor(s) as per the schedule and requirements outlined in project agreement;
- Maintain day-to-day communication with the donor(s) and local partner;
- Support LRPs on events, campaigns, content development and overall implementation of women rights issues at LRP activities;
- Organize training sessions, attend meetings of the LRP to plan and monitor activities on women rights issue at LRPs;
- Maintain regular communication with the LRP and collect data and information for proposal development, communication material, and other documents as required.

Maintain networking and linkage with networks, relevant stakeholders, and other strategic priorities and functions (10% Time)

- Attend regular meetings of assigned women right's networks to ensure representation of AAB's work as well adoption/inclusion of AAB's priorities in the networks advocacy strategy and agenda. Provide relevant input and feedback on documents and reports of networks.
- Ensure the participation of AAB on.
- Different day observation, movements, and events by networks.
- Network elections.
- Support team to maintain networking and linkage with other strategic priorities and functions of Network and maintain liaison with all relevant stakeholders.

Documentation (15% Time)

- Prepare monthly, quarterly, half yearly report and assist to prepare annual report, develop and edit case stories and other necessary report when needed.
- Draft relevant concept note, ToR and other communication materials for project and WRGE unit.
- Work with communication team to integrate the concept for social media mobilization.

Resource Mobilization (10% Time)

- Support team on internal and external resource mobilization
- Provide relevant documents and information related to WRGE issues
- Develop reports and documents for external resource mobilization

- Develop/write different sections of proposal templates
- Support to prepare budget for project proposals.

Relationships

S/he will report to Lead – Women Rights & Gender Equity of ActionAid Bangladesh. S/he is expected to maintain functional relationship with his/her peers in team, priority, project management team. S/he must be able to communicate with other teams and units, both programme and function of AAB. S/he is expected to maintain relationship with relevant Government, Non-government agencies, funding affiliates and others.

Required Educational Qualification and Experiences

Education

- Graduation in Social Sciences, Development Studies, or any other relevant field.
- Training on gender, women rights and human rights issues

Experience and Technical Skills

- At least 2-3 years of working experience in relevant field, in the development sector.
- Good communication and reporting skills (oral and written) in both Bangla and English.
- Excellent team player, analytical and time management.
- Training, facilitation, motivation, and interpersonal skills.
- Team building and leading capacity and ability to work under pressure and deadline.
- Planning, budgeting, word processing, worksheet, articulation and social research, communication and advocacy skills.
- Willingness to frequent field visits

Required Competencies

- **Leadership** : Ability to follow instructions and complete assigned tasks efficiently and to take decisions independently.
- **Emotional Intelligence**: Understanding and recognition of own emotions and their impact on others and respond accordingly. Can manage stress well.
- **Communication & Collaboration**: Possess effective communication skills to interact with colleagues and stakeholders. Coordinate with team members to provide support as required.
- **Problem Solving Skill** : Ability to identify root-cause, analyse and propose alternative solutions based on their understanding of the organisation's policies and procedures.
- **Networking** : Ability to build relationships with colleagues and external stakeholders. Initiates or engages in networking activities and events and provide relevant information to external stakeholders and different forms with proper evidence.
- **Learning Agility**: Reflects on past experiences and uses that knowledge to inform future actions. Adapts to new work processes or technology with minimal guidance. Seeks out information and resources to expand their knowledge beyond their immediate responsibilities. Willingness to receive feedback and address those feedback positively.
- **Decision Quality** : Demonstrates sound judgment in routine decision-making situations. Understands the potential consequences of decisions and seeks input from others when appropriate. Open to feedback and willing to adjust decisions based on new information.

Application instructions

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

- The last date of application is **24 October 2025**.
- 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.

NB: 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.