

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

Training Officer

(Only women are encouraged to apply)

Project	: Promoting Women and Girls' Empowerment through Enhancing Protection and Economic Resilience of Rohingya Women and Adolescent Girls in 3 Camps- Phase III (Funded by UN Women)
Location of posting	: Cox's Bazar
Types of contract	: Contractual
Duration	: Up to 31 December 2026
Number of position	: 01 (One)
Salary and benefits	: Monthly Gross Salary BDT. 74,356 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary

The Training Officer will play a key role in building the capacity of local Women-Led Organizations (WLOs) & Women's Rights Organizations (WROs) and Women's Lead Network members to effectively provide Multi-Purpose Women's Centers (MPWC) services. The role will focus on delivering high-quality training, mentoring, and technical support to ensure local partners can deliver safe, accessible, and comprehensive services for women and girls.

Key responsibilities include (not limited to)

Capacity Strengthening and Training Delivery:

- Design and deliver tailored training modules for WLOs/WROs on MPWC service provision (e.g., GBV response, SRH services, psychosocial support, case management, referrals, community engagement).
- Conduct training needs assessments for partner organizations to identify skill gaps and develop capacity-building plans.
- Facilitate workshops, training sessions, and on-the-job coaching for WLO/WRO staff.
- Ensure all training materials are gender-sensitive, culturally appropriate, and in line with international standards and local context.

Technical Support and Mentorship:

- Provide ongoing technical support and mentorship to local partner staff to strengthen their ability to deliver quality MPWC services.
- Support partners in developing and implementing standard operating procedures (SOPs) for MPWC service delivery.

- Collaborate with programming and technical teams to integrate lessons learned and good practices
- into training activities.

Monitoring, Evaluation, and Learning:

- Track and document training outputs, outcomes, and partner progress in capacity development.
- Support the development of tools and indicators to measure improvement in partner capacities.
- Prepare and submit timely training reports, success stories, and other documentation.

Coordination and Representation:

- Collaborate closely with local partners, relevant government departments, and other stakeholders.
- Represent the organization in relevant working groups, training, or coordination meetings related to capacity strengthening or women's services.
- Ensure all capacity-strengthening activities align with the broader project objectives and donor requirements.

Relationships

The person holds this position will be reportable to the Project Manager of this project.

Required Educational Qualification and Experiences

Education

Bachelor's degree in social work, Gender Studies, Public Health, Education, or related field.

Experience

- Minimum 2–3 years of experience in in training or capacity-building roles, preferably in humanitarian
- or development settings

Required Competencies

- **Skills:** Strong interpersonal and communication skills, cultural sensitivity, ability to handle sensitive information with confidentiality, and the ability to work under pressure.
- **Languages:** Proficiency in English and local languages (such as Rohingya, Bengali) is highly preferred.

Technical Skills

- Strong experience in working with WLOs/WROs and/or delivering services through MPWCs.
- Demonstrated knowledge of GBV response, women's health services, psychosocial support, and protection programming.
- Proven facilitation and adult learning skills.
- Excellent communication, interpersonal, and report-writing skills.
- Ability to work with diverse teams and build strong partnerships with local organizations.
- Fluent in [insert required languages], with strong writing skills.
- Experience working in [insert country/region] or similar contexts.
- Understanding of intersectional feminist approaches and local women's rights movements.
- Familiarity with donor compliance and capacity development indicators.

- Female candidates are strongly encouraged to apply.

Application instructions

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

- Last date of application is **Saturday, 25 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