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

Project Officer - Aquaculture

Project	: Green Skills Development Project, Funded by WFP
Location of posting	: Ukhiya
Type of contract	: Fixed term contract
Duration of Contract	: Up to 31 January 2026 (if not extended)
Salary and benefits	: Monthly Gross Salary BDT. 72,967 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary

The Project Officer- Aquaculture for the Green Skills Development project implemented by ActionAid Bangladesh and funded by the World Food Programme (WFP) will have the purpose of aquaculture, mushroom production and homestead gardening (pond dyke agriculture) activities within the camp context. The Project Officer- Aquaculture will be responsible for collecting information, conducting vulnerability assessments, prioritizing activities, developing plans, and ensuring quality implementation of aquaculture in Camp context. Additionally, the Project officer – Aquaculture will provide technical support to the project team and stakeholders, ensuring effective coordination and collaboration. The Project Officer- Aquaculture will play a vital role in reporting and documentation, ensuring accurate and timely reporting of project progress and outcomes. The position will contribute to the increased access of climate-adaptive agricultural technologies for women and the promotion of increased fish production, mushroom production, fresh vegetable production and family consumption among the 1000 displaced citizens from Myanmar. The Project Officer- Aquaculture will work closely with the project team and other stakeholders to achieve the project's objectives, ultimately enhancing food security, nutrition, and empowerment within the target community.

Key responsibilities include (not limited to):

Project Implementation (40% of time)

- Provide technical program guidance and strategic support to Project Manager & Coordinator- Agriculture & Aquaculture to design and implementation of project goals.
- Assist Community Mobilizer, Field Assistant & Associate Officers on participant engagement.
- Planning & organizing training,
- Assist Project Manager/ Coordinator- Agriculture & Aquaculture in reporting.
- Assist Project Manager to collect Need Assessment recommendations from CIC,
- Ensure Aquaculture training program, materials, and input support on time,
- Manage, identify and resolve issues related to cash and in-kind input transfers.
- Played a lead role in developing training module, monthly activity plan, training plan and supervising the project implementation progress and budget tracking as per DIP.

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- Provide any other support assign by line manager.

Coordination and Capacity Building: (30% of time)

- Manage team coordination at the camp level
- Coordinate with Camp in Charge, Site Management, other Non-Governmental Organizations, and government authorities to ensure an effective response in line with humanitarian principles and organizational objectives,
- Participate in the general coordination meetings (weekly, Bi-weekly & monthly)
- Identify the gaps in the team and initiate formal and informal orientation to the team about aquaculture
- Coordinate CBT distribution, fish & vegetables distribution to project participants,
- Maintaining constant communication with the CIC office representative during fish harvesting and vegetable harvesting in the project ponds.
- Attend the Doner meeting
- Provide capacity-building training to project staff about aquaculture.

Reporting and Documentation: (10% of time)

- Preparation of the regular program reports.
- Organize and prepare Weekly and Monthly Reports.
- Keep all kinds of Documentation of project purpose
- Orient team to understand all AAB policies and ensure practices in regular duties.
- Ensure inclusion in all project participants,
- Playing a role in creating case studies highlighting various project successes, capturing photographic content, and developing video documentation.

Monitoring and follow-up: (20% of time)

- Visit project assigned pond and its other possessions and also oversee the aquaculture relative input distribution,
- Visit the distribution point to oversee the distribution process.
- Ensure materials received from vendors are of high quality and quantity.
- Monitor and follow-up to ensure proper cash- distribution among the participants.
- Visit & follow up mushroom house, black soldiers house, and their problems need to be solved meticulously on a need basis."
- Ensure materials received from vendors are of high quality and quantity.
- Regular and frequent Camp visits for engagement with participant and checking activity progress at camp level.

Required Educational Qualification and Experience

Experience & Training:

- At least 2-3 years' working experience.
- The applicants should have experience in CFW payment.

Education:

- Graduation degree in Fisheries, or any other relevant discipline.

Required Competencies

- Strong leadership, organizational, and time-management skills.
- Ability to work under pressure, particularly during emergency situations.
- Excellent communication and interpersonal skills, with experience working with diverse teams and stakeholders.
- Proficiency in the local language can be an added value.

Technical Skills

- Good communication skills and have experience in working with community people.
- Experience in NGO humanitarian project implementation in Rohingya response.
- Ability to work independently and foster a team spirit.
- Ability to work under pressure and tight deadlines.
- Gender sensitive and familiar with humanitarian principles, Human Rights Based Approach.
- The capacity to solve any problem quickly must be present.
- Must have the ability to develop any technical guidelines related to fisheries.
- Computer literacy in Microsoft Office, Microsoft Excel, power point presentation.

Relationships

- S/he will report to the Coordinator - Agriculture & Aquaculture. 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 **15 February 2025**
- 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.