

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

GBV Response Experts

Project Name	:	Inclusive Services and Opportunities (ISO) for Human Capital Development and Livelihood
Strategic Priority	:	Women Rights & Gender Equity
Location of Posting	:	Dhaka & Cox's Bazar (With regular travel to project locations)
Types of contract	:	Fixed-term contract up to 31 December 2026 (renewable depending on funding availability and performance).
Number of position	:	2 (two)
Salary and benefits	:	Monthly Gross Salary BDT. 116,071 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 Gender Expert plays a key role in strengthening gender-responsive and survivor-centered services across project interventions. The position provides technical guidance, builds the capacity of staff and partners, and ensures that gender, protection, and safeguarding standards are fully integrated into GBV service delivery.

Moreover, ensures quality services in GBV case management, PSS, PFA, and referral support, including individual counseling, follow-up services, and effective referral pathways. The role also supports coordination, quality assurance, and continuous learning across GBV service points and community-based initiatives. This is a mid-level position suitable for someone with four to five years of relevant experience in gender, GBV, protection, or related fields.

Key responsibilities include (not limited to):

Technical Guidance and Quality Assurance:

- Provide gender, protection, and GBV-related technical support to project teams and partner organisations.
- Review case management practices and ensure alignment with national and international GBV guidelines, SOPs, and survivor-centred principles.
- Support frontline workers in managing complex GBV, child protection, disability inclusion, and SRHR-related cases.
- Monitor adherence to confidentiality, safety, ethical data handling, and protection standards within all service facilities.
- Contribute to the development and improvement of operational tools, protocols, and guidance notes.

Capacity Development:

- Facilitate training, coaching, and refresher sessions for project staff, government stakeholders, volunteers, and community actors.
- Develop user-friendly training materials, checklists, job aids, and quick reference tools.
- Mentor service providers on documentation, referral systems, follow-up procedures, safety planning, and survivor support.
- Support learning initiatives, including after-action reviews, peer learning sessions, and case conferencing.

System Strengthening, Monitoring, and Reporting:

- Track service delivery standards across GBV service points and identify gaps or areas for improvement.
- Conduct periodic assessments on quality of care, accessibility, safety, and gender responsiveness.
- Support gender-responsive data analysis and ensure the use of sex- and age-disaggregated data for decision making.
- Prepare monthly updates, analytical briefs, technical inputs, and donor-required reports.

Coordination and Partnership Engagement:

- Engage with government entities, UN agencies, legal aid organisations, law enforcement, health service providers, and civil society partners.
- Strengthen and maintain referral pathways between community-level actors and service facilities.
- Represent the project in technical working groups, district coordination meetings, and stakeholder consultations.
- Support partnership development, joint planning, and collaborative capacity strengthening.

Compliance, Safeguarding, and Risk Mitigation:

- Ensure full compliance with safeguarding, PSEA, confidentiality, and ethical data management requirements.
- Identify risk factors related to gender, protection, and inclusion and advise on mitigation measures.
- Provide technical inputs to update organisational and project operational guidelines when needed.
- Support awareness sessions for staff and partners on safeguarding and ethical practice.

Relationships

The incumbent will report to the Project Coordinator.

Required Educational Qualifications and Experiences

- Bachelor's degree in Gender Studies, Social Sciences, Development Studies, Human Rights, Public Health, Psychology, or related field.
- Minimum 4-5 years of relevant experience in gender, GBV, protection, SRHR, or social development programming.
- Clear understanding on dimension of Multi-Sectoral Programme on Violence Against Women of Ministry of Women and Children Affairs.
- Experience working in coordination with government agencies, UN bodies, or rights-based organisations.
- Strong understanding of survivor-centred approaches, GBV case management, safeguarding, and Do No Harm principles.

Required Technical Competencies

- Proven experience in facilitating training and developing capacity-building tools.
- Strong analytical, documentation, and report-writing skills.
- Ability to work in challenging field environments and manage multiple priorities.
- Strong interpersonal communication skills and commitment to gender equality and human rights
- High integrity, discretion, and commitment to safeguarding.
- Ability to travel frequently and manage multiple workstreams under pressure
- Have experience in organising conferences, workshops, or similar events.
- Proficiency in using Microsoft Office applications and project management tools.

Required Competencies

Leadership: Possesses a strong grasp of organizational objectives, effectively leads and manages teams, communicates well, thinks strategically, and implements plans to achieve goals.

Emotional Intelligence: Demonstrates a deep understanding of own emotions and their impact, effectively regulates emotions and manages stress, shows empathy and connects with others, and utilizes emotional intelligence to build relationships and teams.

Communications: Exhibits strong verbal and written communication skills, collaborates effectively with internal and external stakeholders, and possesses project management skills to deliver presentations, reports, and monitor progress.

Networking: Demonstrates strong networking skills, represents the organization effectively, identifies partnership opportunities, and mentors team members on networking best practices.

Problem Solving: Analyses complex problems, proposes solutions aligned with organizational policies, prioritizes issues, works collaboratively on implementation, and guides team members on effective problem-solving techniques.

Learning Agility: Actively seeks feedback, adapts to changing circumstances, pursues continuous learning opportunities, and encourages others to learn and adapt, including technological tools.

Planning and Organising: Considers various factors in the planning process, identifies activities for service improvement, challenges inefficiencies, removes barriers, and provides resources and encouragement to anticipate and address issues.

Decision Quality: Makes informed decisions based on analysis, considers alternative options and stakeholder perspectives, and takes accountability for decision quality and impact.

Resource Management: Anticipates risks, effectively allocates and controls resources, finds ways to optimize resource utilization, assigns roles and responsibilities for team effectiveness, and manages workload.

Application instructions

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

- The last date of application is **09 December 2025**. 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.