

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

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

Field Assistant

Project	:	Homestead Gardening, Funded by WFP
Location of posting	:	Ukhiya/Teknaf, Cox's bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 31 December 2023 (if not extended)
Number of Position	:	40
Salary and benefits	:	Monthly Gross Salary with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary

This position is responsible for the WFP funded homestead vegetable gardening project. Main responsibilities of this position are project participants selection, conduct training, field-level activity supervision, volunteers' task supervision, attendance tracking using MODA, provide day-to-day information, increase awareness of the participants about their entitlements and mobilize them to support the project activities. Especially facilitates trainings and mentoring for homestead vegetable gardening.

Key responsibilities include (not limited to)

Ensure HG activity implementation in the camps

- Take lead in programme intervention in the camp level according to the project works plan.
- Facilitate participants selection process in the camps.
- Facilitate project intervention's implementation, planning and monitoring in the camps.
- Perform mentorship actions while contribute to establish good habit which might help in social cohesion.
- Assist PO and Life-skills trainer to develop life skills training curriculum based on UNICEF's guideline.
- Develop the details participants engagement plan in line with project works plan and execution following the quality standard.
- Follow up on homestead vegetable gardening, keep attendance in MODA and provide suggestions.
- Door-to-door visits and monitoring in camps
- Inform and support CBT and finance for actual attendance for the project participants etc.
- Provide on the spot support in the field as of need.
- Attend training courses, meetings, and workshops to update knowledge and skills as assigned and disseminate new knowledge/ information/lessons learnt.
- Ensure regular attendance with MODA and manually.
- Assist associate MIS and MEAL Officer while maintaining participants database and regular information.

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- Any others task assigns by the project management.

Reporting and documentation

- She/He will be reportable to Technical Officer
- Ensure daily and weekly reporting as per the project needs.
- Consolidate field data, good examples and lessons learnt.
- Maintain and compile updates and reporting according to the prescribed template for M&E and donor.

Relationships

The Field Assistant will report to the Technical Officer.

Required Educational Qualification and Experience

- A graduate degree in social sciences or a related discipline. Education can be considered based upon experience.
- At least 2 years of work experience in a developmental organization.

Technical Skills

- Experience in NGO humanitarian project implementation in Rohingya response.
- Excellent facilitation skills.
- Familiar with Rohingya and Local dialect.
- Working knowledge of written and spoken Bengali and English.
- Ability to work independently and foster a team spirit.
- Ability to work under pressure and tight deadlines.
- Skills in report writing, documentation.
- Gender sensitive and familiar with humanitarian principles, Human Rights Based Approach.
- Good knowledge of using internet and software packages (i.e., MS Office, etc)

Application instructions

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

- Last date of application is **Friday, 27 January 2023**. *Due to emergency, recruitment will be on rolling. The interested candidates are requested to apply before deadline*
- Please [click here](#) to submit your application.

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

