

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

Associate Officer - Emergency Preparedness & Response

Project	: Camp Coordination and Camp Management (CCCM), Funded by UNHCR
Location of posting	: Based in Teknaf
Number of positions	: 01
Type of contract	: Fixed-term contract up to 31 st December 2026 (renewable depending on funding availability and performance).
Salary and benefits	: Monthly Gross Salary BDT 56,592 with other admissible benefits such as mobile & internet allowance, group life insurance etc.

Job Context

The Associate Officer – Emergency Preparedness & Response (EPR) ensures effective DRR preparedness and emergency response through community engagement to reduce disaster risks and strengthen resilience. The role mobilizes Disaster Management Unit Volunteers through capacity building, supports assessments and participatory camp-level contingency planning, organizes drills and awareness activities, and assists the Camp-level Disaster Management Committee (DMC). The position also identifies critical humanitarian needs and coordinates with relevant stakeholders to reduce community vulnerability.

Key responsibilities include (not limited to)

1. Emergency Preparedness and Response Activities (35%)

- Facilitate Community Risk Assessments and support the development of the Participatory Risk Reduction Action Plan (PRRAP).
- Assist the Disaster Management Committee (DMC) in analyzing emergency damage assessments and coordinating appropriate response actions.
- Coordinate regular meetings with Disaster Management Unit Volunteers and DMC members to address and reduce man-made and natural hazards.
- Support the development of camp-level contingency plans using participatory approaches in consultation with communities.
- Assist in conducting regular DRR and hazard drills at the camp level in coordination with relevant Actors.
- Implement programme activities in alignment with the project Communications Strategy, applying community mobilization for empowerment methodologies and participatory tools.
- Plan and promote green coverage initiatives within camps to mitigate environmental risks.
- Represent the organization in sector coordination meetings at the camp level and support the Manager in reporting progress and DRR initiatives at higher coordination platforms.

2. Community Mobilization (20%)

- Manage one or more designated camp blocks and ensure effective implementation of Site Management Support (SMS) activities, promoting community-led interventions with active engagement of vulnerable groups.
- Coordinate with relevant camp actors to promptly address service-related gaps and challenges.
- Support the implementation of community-led initiatives, including pond-fencing activities to mitigate child-drowning risks and enhance camp safety.
- Facilitate community consultation meetings such as Focus Group Discussions (FGDs), Key Informant Interviews (KIIs), and courtyard sessions to ensure meaningful community participation and feedback integration.

3. Capacity Building (10%)

- Strengthen the capacity of Site Management Support (SMS) Volunteers and community members on Emergency Preparedness and Response (EPR) initiatives.
- Organize orientations and training on simulation exercises, early warning systems, and emergency damage assessment reporting.
- Support relevant DRR actors in planning and delivering capacity-building training and preparedness initiatives.
- Ensure effective volunteer management by defining roles, responsibilities, and accountability mechanisms.
- Conduct community mobilization activities to raise awareness on man-made and natural hazards and promote preparedness actions.

3. Accountability & Reporting and Documentation (35%)

- Ensure the safety of team members and promote a safe working environment by advocating for and enforcing safeguarding policies and standards.
- Follow safeguarding reporting procedures for any reportable incidents and encourage team members to report concerns in line with organizational protocols.
- Update, maintain, and share the Emergency Preparedness and Response (EPR) database monthly.
- Maintain and regularly update the SMS Volunteers databases, including preparing monthly work plans and following up on periodic reporting related to DRR and EPR materials.
- Prepare and update daily, monthly, quarterly, annual, and ad hoc reports, including risk assessments, as required.
- Implement programme activities in line with the approved personal work plan and organizational priorities.
- Organize and support community workshops, focus group discussions, meetings, and other community mobilization activities.
- Ensure all programme activities are implemented in accordance with the project Communications Strategy, applying community mobilization for empowerment methodologies and participatory tools.
- Submits require financial documentation, when necessary, in compliance with the organization's financial policies and procedures.
- Ensure all assigned duties are completed with a high standard of quality and within agreed timelines.

Relationships

Associate Officer – Emergency Preparedness & Response (EPR) will report to Coordinator-Camp Management and NFI.

Required Educational Qualification and Experience

- Bachelor's degree in civil engineering, Environmental Science, Disaster Management, Social Science, or related disciplines. Extensive field experience may be considered.
- Minimum 3 years of experience in the development sector.
- Minimum 1 year of experience in emergency and humanitarian response.
- Experience in CCCM, Disaster Risk Reduction (DRR) and emergency preparedness and response

Technical Skill:

- Proficiency in the local language is advantageous.
- Experience in emergency responses targeting vulnerable populations. Strong decision-making, prioritization, and multitasking skills.
- Ability to work under pressure and meet deadlines.
- Team player with experience in multicultural and multi-ethnic environments.
- Proficient with MS Office suite (Word, Excel, PowerPoint), Google Sheets, Kobo Collect/ODK.

Application instructions

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

- The last date of application is **24 October 2026**. 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 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