

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

Officer - Capacity Development

(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 Capacity Development Officer will play a key role in establishing, strengthening, and supporting six Rohingya women-led networks in Cox's Bazar. The role focuses on building leadership, advocacy, organizational, and technical capacities of Rohingya women to ensure their meaningful participation and representation in humanitarian coordination, decision-making processes, and community-led responses. The officer will work directly with emerging and existing women-led groups to ensure their empowerment, visibility, and sustainability within the humanitarian architecture.

Key responsibilities include (not limited to)

Capacity Strengthening of Women-Led Networks:

- Facilitate the formation or formalization of six Rohingya women-led networks based on inclusive, participatory processes.
- Conduct capacity assessments to identify strengths, gaps, and priorities for each network.
- Develop and implement tailored capacity development plans, including training, mentorship, peer learning, and coaching.
- Deliver training sessions on leadership, organizational development, advocacy, communication, safeguarding, and humanitarian principles.

Technical Support and Mentorship:

- Provide ongoing technical guidance to networks on how to develop their internal governance structures, action plans, and documentation.
- Support the networks in planning and implementing community-led initiatives and advocacy campaigns.

- Build confidence and skills of women leaders to engage in coordination platforms, dialogues, and decision-making forums.

Networking and Advocacy:

- Facilitate linkages between the networks and key humanitarian stakeholders, NGOs, UN agencies, and government representatives.
- Promote opportunities for the networks to participate in sector meetings, consultations, and interagency coordination.
- Support networks in developing and delivering evidence-based advocacy messages on issues affecting Rohingya women and girls.

Monitoring, Evaluation, and Learning:

- Track and document progress, challenges, and success stories of the six women-led networks.
- Contribute to the development of tools, indicators, and reports for capacity development activities.
- Ensure participatory learning approaches are used to capture lessons learned and inform future programming.

Safeguarding and Inclusion:

- Ensure that all capacity development activities adhere to safeguarding principles and are sensitive to the unique protection risks faced by Rohingya women and girls.
- Promote inclusive approaches that reflect the diversity of the Rohingya community, including women with disabilities, adolescent girls, and other marginalized groups.

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 Gender Studies, Development Studies, Social Work, Community Development, or related field.

Experience

- Minimum 2–3 years of experience in community engagement, capacity development, or women's empowerment programs, preferably in refugee or humanitarian contexts

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

- Proven experience working with or supporting women-led groups, networks, or grassroots organizations.
- Strong facilitation, training, and mentoring skills with an understanding of adult learning principles.
- Knowledge of the Rohingya context, cultural norms, and gender dynamics in humanitarian settings.
- Excellent interpersonal and communication skills, with sensitivity to cultural and religious contexts.
- Experience in participatory approaches and rights-based programming.
- Fluency in English and Bangla required; Rohingya language skills highly desirable.
- Experience working in Cox's Bazar or similar humanitarian contexts.
- Understanding of localization, feminist leadership, and the Women, Peace, and Security (WPS) agenda.

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