

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

**act:onaid**

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

## **Associate Officer – Child Protection Case Worker**

Project	: Sustainable Solution and protection for the Rohingya Refugee Community in Camps (funded by UNHCR) Project
Location of posting	: Teknaf
Number of positions	: 04
Type of contract	: Fixed term contract
Duration of Contract	: Up to 31 December 2026 (if not extended)
Salary and benefits	: Monthly Gross Salary with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

### **Job Context**

The Associate Officer – Child Protection Case Management is responsible for providing direct child protection case management services to children at risk. The role ensures cases are managed in a child-centered, rights-based, and ethical manner, in line with organizational policies, national legislation, and inter-agency standards.

### **Key responsibilities include (not limited to)**

#### **1. Child Protection Case Management**

- Identify and receive child protection cases through outreach, referrals, and community engagement.
- Conduct child protection assessments in line with CP Case Management Guidelines.
- Develop and implement individual case plans in consultation with children and caregivers.
- Facilitate referrals to appropriate services, including health, MHPSS, education, legal aid, and social services.
- Conduct BIP procedure, Handle CAIPP and Registration cases with vulnerable children.
- Conduct regular follow-up visits and update case progress.
- Support case closure and post-closure follow-up were required.

#### **2. Documentation and Information Management**

- Maintain accurate, complete, and confidential case documentation.
- Enter and update case information in CPIMS+ or other approved systems.
- Ensure safe storage and ethical sharing of child protection information.
- Maintain updated referral and case tracking records.

#### **3. Community Engagement and Case Identification**

- Work closely with community volunteers, caregivers, and community leaders to identify children at risk.
- Support awareness and prevention activities related to child protection risks.
- Promote safe, child-friendly, and culturally appropriate engagement with children and families.

<https://actionaidbd.org/>

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#### 4. Coordination and Referral Follow-up

- Coordinate with service providers to ensure timely access to services for children.
- Follow up on referrals and ensure continuity of care.
- Participate in case conferences and team review meetings as required.

#### 5. Safeguarding, Ethics, and Professional Conduct

- Apply child-centered and survivor-centered approaches in all case management activities.
- Adhere strictly to ActionAid’s Code of Conduct, Child Safeguarding, and PSEA policies.
- Report safeguarding concerns and critical incidents following organizational procedures.

#### 6. Reporting and Accountability

- Submit regular case updates and activity reports to the Case Management Officer.
- Support monitoring visits, audits, and evaluations related to CP case management.
- Participate in supervision sessions, training, and capacity-building activities.

#### 7. Security and Staff Wellbeing

- Comply with ActionAid security protocols and camp-level regulations.
- Practice self-care and participate in debriefing or psychosocial support sessions as required.
- Maintain respectful and professional relationships with colleagues and community members.

### Relationships

Associate Officer – Child Protection Case Worker will report to Child Protection Case Management Supervisor

### Required Educational Qualification and Experience

- Bachelor’s degree in Social Work, Psychology, Sociology, Child Development, or a related field.
- Minimum 1–3 years of experience in child protection or social work.
- Experience working with children and families in humanitarian or community-based settings preferred.

### Technical Skill:

- Basic understanding of CP Case Management Guidelines and child protection principles.
- Ability to work with vulnerable children using child-friendly and ethical approaches.
- Good documentation and reporting skills.
- Willingness to learn CPIMS+ and case management tools.

### Application instructions

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

- Last date of application is **04 May 2026**
- Please [click here](#) to submit your application.

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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*