

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:

## **Fellow – Odhikar Project**

|                       |   |   |
|-----------------------|---|---|
| Project Name          | : | Odhikar- Awareness Drive for Obtaining Valid NID for RMG Workers Project                              |
| Priority Name         | : | Women Rights and Gender Equity  |
| Location of posting   | : | Dhaka   |
| Types of contract     | : | Fixed term contract   |
| Duration of Contract  | : | Up to 31 November 2026  |
| Number of Position    | : | 01 (One)  |
| Honorarium & benefits | : | Monthly Honorarium will be BDT. 30,000 with other admissible benefit such as group life insurance etc |

### **Job Summary**

The role involves comprehensive oversight of field activities, ensuring their effective and timely implementation. Providing on-the-ground support to partner staffs during operations, monitoring progress, and conducting regular field visits are essential responsibilities. Analyzing field data for strategic decision-making, seeking innovation in implementation processes, and managing accurate reporting and documentation are key components. The position also involves coordinating logistical requirements, facilitating communication, and organizing events, training, and campaigns for project success. The incumbent must demonstrate flexibility by performing additional tasks as assigned by the line manager.

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

- Assist the project team in the delivery and implementation of project activities.
- Coordinate training, facilitation methods, evaluation methods, and project reporting.
- Design campaign plans and organize events/workshops.
- Develop project-level learning, best practices, and case stories.
- Maintain partnerships with implementing partner organizations and networks.
- Regularly communicate and provide day-to-day support to partner staffs.
- Ensure proper documentation and assist the team in documenting partner reports, participant databases, and all other project documents.
- Support the project team in day-to-day work by arranging logistics and providing communications support.
- Perform any other tasks assigned by the line manager.

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## Relationships

Fellow will report to Deputy Manager - Worker Rights and Economic Empowerment.

## Required Educational Qualification and Experience

- Bachelor's/master's degree in social sciences or a relevant discipline.
- Previous working experiences with NGOs/INGOs preferably working with RMG workers would be an advantage

## Technical Skills

- Proficiency in MS Office, particularly in MS Word, MS Excel, and PowerPoint

## Professional Competencies

- Proficient in documentation and reporting skills
- Ability to work effectively under pressure and meet deadlines
- Excellent written and verbal communication skills in both Bangla and English
- Time bound and ability to work under pressure
- Willing to frequent travel and field visit

## Application instructions

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

- Last date of application is **Wednesday, 08 July 2026**. *The interested candidates are requested to apply before deadline.*
- 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*