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

actionaid

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

Associate Officer - Green Skills Development (GSD)

(Internal Vacancy Announcement)

Project Name	:	Green Skills Development (WFP funded Project)
Location of Posting	:	Based in Ukhia and Teknaf
Types of contract	:	Fixed-term contract up to 31 December 2026 (renewable depending on funding availability and performance).
Salary and benefits	:	Monthly Consolidated Salary with other benefits mobile & internet allowance, group life insurance only

Job Summary:

Associate Officer-GSD will be responsible for maintaining liaison with the camp administration, sectors, coordination with CiC office, activity monitoring (Homestead Garden, aquaculture & mushroom), all training, input distribution, cash distribution, monitoring and supervision. Main responsibilities will be monitoring & supervision of HG, Aquaculture & mushroom culture of the WFP funded Green Skills project. He/she is also responsible for all activities in coordination with Coordinator – Agriculture & Aquaculture /Project Manager and Finance Officers. She/He needs to move to the camp and field offices regularly. The Associate Officer- GSD will work closely with the project team and other stakeholders to achieve the project's objectives, ultimately enhancing food security, nutrition, and empowerment within the target community.

Key responsibilities include (not limited to):

Project Implementation (40% of Time)

- Provide technical program guidance and strategic support to Field Assistant & Community Mobilizer design and implementation of project goals.
- Lead to prepare micro plan and implementation of project activity at the camp level
- Assist and technical support to Field Assistant for conducting training, preparing training reports and others task.
- Have to follow DIP and implements in field level on time .
- Preparation of muster roll and coordination with field level daily attendance about CBT ,training purpose .
- Responsible for overall financial transactions in conformity with a) the organization's Policies, Procedures, Manuals and practices and b) relevant donor requirements.
- Collect all supporting documentations to field team to clear advances in a timely manner
- Verify documentation of all distributed items at the camp level,
- Assist Finance Officer to prepare books of accounts, voucher management, entry transactions into system and financial reports
- Provide any other support assign by Coordinator- Agriculture & Aquaculture.

Programme support (40% of Time)

- Responsible for the Agro input distribution for HG, mushroom & Aquaculture activity in the camp level
- Assist and technical support to Field Assistant for conducting training, preparing training report and others task.
- Monitoring and Supervision of all kinds of field level activity
- Lead to coordinate to all kinds of input support distribution.
- Ensure all CFW/CBT related documents, i.e., attendance, muster roll, and report are safely and securely stored in Cox's Bazar office in coordination with Officer-Finance.
- Prepare monthly CBT report to the project management with all supporting under supervision of line manager.
- Maintaining constant communication with the CIC office representative during fish harvesting and vegetable harvesting in the project ponds.

Relationship and coordination (10% of Time)

- S/he will report to Coordinator- Agriculture & Aquaculture.
- S/he is expected to maintain functional relationships with his/her peers in team priority, project management team.
- S/he must be able to communicate with other teams and units, both programme and functions of AAB.
- Liaison with government wings and stakeholders, communication with CIC for smooth project operation.

Reporting and Documentation (10% of Time)

- Preparation of the regular program reports.
- Organize and prepare Weekly and Monthly Reports.
- Keep all kinds of Documentation of project purpose
- Orient team to understand all AAB policies and ensure practices in regular duties.
- Ensure inclusion in all project participants,
- Playing a role in creating case studies highlighting various project successes, capturing photographic content, and developing video documentation.

Relationships

The incumbent will report to the **Senior Officer- Agriculture & Aquaculture**.

Required Educational Qualifications and Experiences

- Bachelor's/ Masters in any discipline.
- Minimum 2-3 years of similar work experience in a developmental organization.
- The applicants should have experience in Agriculture / Aquaculture program.

Required Technical Competencies

- Good communication skills and experience in working with community people.
- Experience in NGO humanitarian project implementation in Rohingya response.
- Ability to work independently and foster a team spirit. Ability to work under pressure and tight deadlines.
- Gender sensitive and familiar with humanitarian principles, Human Rights Based Approach.

- The capacity to solve any problem quickly must be present.
- Must have the ability to develop any technical guidelines related to fisheries.
- Computer literacy in Microsoft Office, Microsoft Excel, power point presentation
- Proficiency in the local language can be an added value.

Application instructions

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

- The last date of application is **20 January 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 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.

N.B: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from a job applicant should be regarded as fraudulent.