

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

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

## **Associate Officer – Girl Shine**

Project	: Sustainable Solution and protection for the Rohingya Refugee Community in Camps (funded by UNHCR) Project
Location of posting	: Ukhiya/Teknaf
Number of positions	: 06
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 – Girl Shine will be responsible for implementing and facilitating the Girl Shine curriculum at Women and Girls Safe Spaces (WGSS) and within the community, with a focus on adolescent girls' empowerment, sexual and reproductive health, and GBV prevention. The role also includes supporting and strengthening the capacity of Girl Shine Stars, conducting structured psychosocial support activities, and engaging in community outreach and risk mitigation initiatives.

In addition, the position will promote women's and girls' empowerment through skill-building activities such as crafting, beautification, martial art, yoga, hand stitching, and basic tailoring skills.

The Associate Officer will be responsible for proper documentation of activities, collecting participant feedback, and ensuring timely and accurate reporting. The role requires close coordination with AAB staff, partners, and relevant stakeholders to ensure effective program implementation. A strong commitment to gender equality, inclusion, and the economic empowerment of women and youth is essential.

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

#### **1. Program Implementation: 60%**

- Conduct a variety of group activities at the Women and Girls Safe Space (WGSS) and in the community for women and girls, including group discussions, edutainment, relaxation and recreation, alternative learning, pre-vocational training, and empowerment activities.
- Conduct and facilitate skill-building sessions for women and girls, including crafting, beautification, martial art, yoga, hand stitching, and basic tailoring, to enhance their practical skills, promote well-being.
- Conduct Girl Shine sessions in WGSS and community settings for adolescent girls and caregivers, equipping them with skills to deliver structured sessions on sexual and reproductive health and GBV prevention.

- Select and build the capacity of Girl Shine Stars, ensuring they are equipped with the skills and knowledge required to implement the program effectively.
- Support Girl Shine Stars in selecting community members and forming groups to facilitate structured engagement and program delivery.
- Support and supervise Girl shine stars and team members to conduct FGDs, sessions, and meetings with adolescent girls and caregivers.
- Assist in planning and implementing training activities for adolescent girls participating in the WGSS.
- Assist in planning and implementing activities aimed at community leaders and parents/guardians of adolescent girls accessing the WGSS.
- Provide group and individual psychosocial support activities (e.g., abdominal breathing, progressive muscular relaxation, meditation, guided imagery) to reduce stress, fear, panic attacks, and trauma. Collaborate closely with the MHPSS officer to ensure high standards of care.
- Conduct follow-ups to provide accurate information during sessions with adolescent girls and caregivers.
- Initiate and carry out community outreach, mobilization, and risk mitigation activities in selected communities with support from the GBV Coordinator.
- Take on additional responsibilities as assigned by the supervisor to ensure effective program implementation.
- Have a strong commitment to gender equality, GBV prevention, the inclusion of gender-diverse populations and economic empowerment of women and youth.

## **2. Documentation and Reporting: 20%**

- Regularly collect feedback from adolescent girls and ensure their voices, requests, and opinions are represented during staff meetings.
- Document and follow up with girls who require referrals, ensuring they have access to information and are linked to services as necessary.
- Compile and maintain accurate records of all activities conducted, ensuring timely submission of reports to supervisors.
- Ensure all documentation adheres to recognized international best practices and AAB policies.

## **3. Coordination and Communication: 20%**

- Maintain good coordination and collaboration with other AAB staff, partners, and stakeholders to align program activities and goals.
- Facilitate ongoing communication with community leaders, parents/guardians, and caregivers to enhance program understanding and support.
- Liaise with the GBV Coordinator and other team members to address challenges, share updates, and improve program delivery.

- Promote an inclusive and supportive working environment, ensuring best practices and safeguarding policies are consistently applied in interactions with women, girls, and vulnerable persons.

## Relationships

Associate Officer – Girl Shine will report to Officer – GBV Prevention.

## Required Educational Qualification and Experience

- Bachelor's degree in any discipline. Social Science, Anthropology, Fine Arts, Philosophy, Psychology, Social Work is preferred.
- 2-3 years of working experience with NGO and other social work in Cox's bazar is required for this position.

## Technical Skill:

- Demonstrated ability to design, conduct, and facilitate skill-building sessions for women and girls, including crafting, beautification, marbling art, yoga, hand stitching, and basic tailoring.
- Ability to integrate GBV risk mitigation approaches within sessions, promote psychosocial well-being, and create safe, inclusive, and supportive environments for participants.
- Experience in engaging diverse groups, adapting sessions to participants' needs, and ensuring dignity, safety, and confidentiality throughout all activities.

## Application instructions

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

- Last date of application is **09 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*