

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

Officer - Environment and Social Safeguarding (ESS)

(Internal Vacancy Announcement)

Project Name	:	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 such as mobile & internet allowance, group life insurance and medical insurance only

Job Summary:

The Officer – Environment and Social Safeguarding will play a key role in ensuring environmental sustainability, social safeguarding compliance, and restoration of the natural resource base in alignment with the WFP Cox's Bazar Resilience Programme 2025. The position will support the implementation of Green Skills Development, Nurturing of Youth in Camp, and Natural Resources Management (NRM) interventions, including reforestation, care and maintenance (RCM) activities across Rohingya refugee camps, Teknaf sub-district, and forest beats in Cox's Bazar. The incumbent will lead environmental and social safeguarding screenings, technical assistance, capacity-building initiatives, coordination, communication, reporting, documentation, and field-level implementation while ensuring gender-inclusive, climate-resilient, and environmentally sustainable approaches.

Key responsibilities include (not limited to):

Environmental and Social Safeguarding Screening & Guiding Team (30% of Time)

- Assess potential environmental and social risks related to all project activities, ensuring compliance with safeguarding standards.
- Conduct regular Environmental and Social Safeguarding (ESS) screenings for Green Skills Development, Nurturing of Youth in Camp, and WFP-NRM Project activities.
- Conduct environmental and social safeguarding assessments to identify potential risks and mitigation strategies for project interventions.
- Ensure project interventions align with environmental sustainability standards, safeguarding frameworks, and donor compliance requirements.
- Guide project teams on environmental sustainability, ecological restoration, nature-based solutions, and climate adaptation strategies.
- Monitor project activities to ensure adherence to environmental and social safeguarding policies.

- Document findings, mitigation measures, and recommendations in ESS reports for compliance and transparency.
- Conduct regular field visits to assess environmental and social impacts and provide recommendations for improved sustainability.
- Ensure gender-sensitive and inclusive approaches in all environmental and safeguarding interventions.
- Work closely with community members, including women-led households and vulnerable groups, to promote sustainable practices.
- Promote equal participation of men and women in environmental safeguarding and project activities.
- Engage vulnerable families, including child-headed households and persons with disabilities, in environmental initiatives.
- Collaborate with community leaders to ensure gender-inclusive practices in environmental awareness campaigns.

Capacity Development Initiatives (10% of Time)

- Develop and facilitate training sessions on environmental management, safeguarding policies, climate resilience, and environmental sustainability for project staff, volunteers, and skilled participants.
- Strengthen the capacity of project staff and community members in sustainable environmental practices and natural resource management.
- Provide technical support to enhance green skills among targeted beneficiaries, particularly women and youth.
- Build community awareness on environmental conservation, food security, and climate resilience through participatory approaches.
- Strengthen community capacity in sustainable Natural Resource Management (NRM) through awareness sessions and campaigns.

Coordination and Communication (20% of Time)

- Liaise with internal and external stakeholders, including WFP, government agencies, Forest Department (FD), and local and international NGOs.
- Ensure regular coordination with camp authorities, local authorities, divisional and sub-divisional FD authorities, Teknaf Coastal Range authorities, community leaders, and partner organizations.
- Collaborate with implementing and partner organizations to ensure smooth and effective project implementation across all components.
- Represent ActionAid Bangladesh in sectoral coordination meetings related to environment, food security, resilience, and social safeguarding.
- Represent the ActionAid Bangladesh NRM Team in relevant coordination forums.
- Ensure timely communication, coordination, and knowledge-sharing on best practices in environmental and safeguarding initiatives.

Reporting and Documentation (15% of Time)

- Prepare periodic reports on environmental and social safeguarding compliance, screening outcomes, challenges, and recommendations.
- Produce timely, evidence-driven reports including weekly updates, monthly progress summaries, plantation activity documentation, survival assessments, and incident reports.
- Ensure reports align with donor frameworks, accuracy of field data, and visibility of environmental and safeguarding outcomes.

- Lead the preparation and submission of comprehensive GIS-based maps, including plantation coverage, cumulative impact analysis, new scope assessments, and model site analysis.
- Maintain accurate and systematic records of environmental and safeguarding screenings, trainings, capacity-building initiatives, and field activities.
- Document lessons learned and best practices to enhance program quality and effectiveness.
- Contribute to donor reports, project evaluations, and impact assessments.

Project activity Implementation (25% of Time)

- Lead and support the implementation of reforestation, care and maintenance (RCM) activities across six Rohingya refugee camps, Teknaf sub-district, and three forest beats in Cox's Bazar.
- Support implementation of Green Skills Development and Nurturing of Youth in Camp initiatives within refugee camps.
- Conduct regular field visits for implementation monitoring and quality assurance.
- Ensure safety and protection of project sites and participants during extreme weather events or disasters.
- Oversee cash-for-work (CfW) engagement related to environmental and RCM activities.
- Support budget planning, procurement, and transparent utilization of project resources.
- Ensure efficient, accountable, and results-oriented implementation aligned with project objectives.

Relationships

The incumbent will report to the **Project Manager**.

Required Educational Qualifications and Experiences

- Bachelor's/ Master's degree in Environmental Science, Natural Resource Management, Social Science, or a related field.
- Minimum 2–3 years of experience in environment, social safeguarding, natural resource management, or resilience-building projects, preferably in humanitarian or refugee settings.

Required Technical Competencies

- Strong knowledge of environmental sustainability, climate adaptation, ecological restoration, and environmental and social safeguarding principles.
- Proven experience in capacity building, training facilitation, and community engagement in humanitarian or development contexts.
- Excellent coordination, communication, and reporting skills, with the ability to produce accurate, evidence-based reports.
- Ability to work independently and collaboratively with a proactive, solution-oriented approach.
- Demonstrated capacity to operate effectively in multi-cultural, high-pressure, and challenging field environments.
- Proficiency in Microsoft Excel and other data analysis tools for reporting, data management, and analysis.
- Experience in data entry, data cleaning, validation, and quality control to ensure consistency and accuracy of information.
- Familiarity with survey tools, GIS systems, and other digital data collection and analysis software is an advantage.

- Language proficiency: Fluency in Bangla and English (written and spoken); knowledge of Rohingya or Chittagonian dialect is an added advantage.
- Strong organizational and time-management skills.
- Excellent attention to detail and analytical thinking.
- Ability to work under pressure and meet deadlines in a fast-paced environment.
- Effective communication and interpersonal skills, capable of working with a diverse team.

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.