

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

Project Coordinator

Project Name	:	Inclusive Services and Opportunities (ISO) for Human Capital Development and Livelihood
Strategic Priority	:	Women Rights & Gender Equity
Location of Posting	:	Dhaka, (With regular travel to project districts)
Types of contract	:	Fixed-term contract, up to 31 December 2026 (renewable depending on funding availability and performance).
Number of position	:	1 (One)
Salary and benefits	:	Monthly Gross Salary BDT. 154,180 with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance, mobile & internet allowance etc, as per HROD Policy.

Job Summary:

The position is responsible for the effective coordination and timely completion of the project, ensuring efficient budget utilization and adherence to the project scope. Delivering high-quality project results is a key expectation for this role. The Project Coordinator will oversee all aspects of project implementation, including setting deadlines, assigning responsibilities, monitoring progress, and preparing reports for both internal and external stakeholders.

The role requires a strong understanding of GBV service facilities in Bangladesh, experience in a rights-based approach, and the ability to analyse social and legal aspects of Violence Against Women, including relevant laws, policies, and international instruments. The position also requires strong training facilitation skills and experience collaborating with GBV service providers in Bangladesh.

The candidate must have a solid understanding of the Multi-Sectoral Programme on Violence Against Women under the Ministry of Women and Children Affairs, as well as the underlying causes of VAW related to patriarchy, masculinity, sexuality, women's identity, bodily integrity, and sexual rights. The position requires networking and liaison skills to strengthen collaboration and coordination between government and non-government stakeholders. The Project Coordinator will report to the Lead – Women's Rights & Gender Equity, ActionAid Bangladesh

Key responsibilities include (not limited to):

Strategic Direction and Planning:

- Lead the design, planning, and execution of project activities in line with donor commitments and government priorities.
- Translate project goals into clear workplans for the project team.

- Oversee annual and quarterly planning cycles and ensure activities are on track.

Team Leadership and Supervision:

- Supervise the project team and provide guidance on technical priorities, assessments, and support to service facilities.
- Lead and mentor district implementation teams, ensuring clear communication and accountability.
- Conduct regular team meetings, performance check-ins, and field supervision visits.

Project Management and Delivery:

- Ensure high-quality implementation across all GBV service facilities and initiatives.
- Troubleshoot operational challenges and provide fast, practical solutions.
- Ensure alignment between technical recommendations among the project team.

Government and Partner Coordination:

- Serve as the main contact for MoWCA, MoHFW, MoHA, police, hospitals, legal aid partners, and local NGOs.
- Maintain strong collaboration with UNFPA, ensuring regular updates, consultations, and joint reviews.
- Represent the project in national and district coordination forums, technical working groups, and joint monitoring visits.

Monitoring, Evaluation, and Learning:

- Oversee monitoring systems, ensuring timely collection and analysis of data from all service points.
- Use gender- and age-disaggregated data to guide decisions and improve service quality.
- Produce high-quality monthly, quarterly, and annual reports for ActionAid, government, and UNFPA.
- Document best practices, challenges, and lessons learned.

Quality Assurance and Safeguarding:

- Maintain strong GBV SOPs, safeguarding, PSEA, confidentiality, and survivor-centered practices across all facilities.
- Follow up on assessment findings, audits, and technical recommendations, ensuring corrective actions are taken.
- Ensure district teams uphold ethical data management and protection protocols.

Capacity Building and Technical Support:

- Oversee training plans and ensure project staff, government stakeholders, volunteers, and relevant stakeholders receive continuous learning support.
- Design and facilitate workshops, review sessions, and refresher trainings as needed.

Financial and Administrative Oversight:

- Track budget utilisation, forecast spending, and coordinate with finance/admin for procurement and compliance.
- Ensure timely documentation, activity records, donor deliverables, and audit readiness.
- Manage project assets, logistics, and operational requirements across districts.

Relationships

The incumbent will report to Lead – Women Rights & Gender Equity. However, s/he would require maintain relationships with other cross-sectional personnel and projects.

Required Educational Qualifications and Experiences

- Master's degree in Gender Studies, Social Sciences, Public Health, Development Studies, or related field.
- Minimum 5-6 years of experience leading or managing GBV, gender, or protection projects in Bangladesh.
- Strong coordination, stakeholder management, and donor reporting skills.
- Experience working with government service structures.

Required Technical Competencies

- Strong leadership, delegation, and decision-making skills.
- Excellent communication and relationship-building with government counterparts.
- Deep understanding of gender, violence prevention, and multi-sectoral response systems in Bangladesh.
- High integrity, discretion, and commitment to safeguarding.
- Ability to motivate diverse teams and maintain a problem-solving mindset.
- Ability to travel frequently and manage multiple workstreams under pressure
- Have experience in organising conferences, workshops, or similar events.
- Possess excellent written and verbal communication skills in English and Bengali.
- Proficiency in using Microsoft Office applications and project management tools.

Required Competencies

Leadership: Possesses a strong grasp of organizational objectives, effectively leads and manages teams, communicates well, thinks strategically, and implements plans to achieve goals.

Emotional Intelligence: Demonstrates a deep understanding of own emotions and their impact, effectively regulates emotions and manages stress, shows empathy and connects with others, and utilizes emotional intelligence to build relationships and teams.

Communications: Exhibits strong verbal and written communication skills, collaborates effectively with internal and external stakeholders, and possesses project management skills to deliver presentations, reports, and monitor progress.

Networking: Demonstrates strong networking skills, represents the organization effectively, identifies partnership opportunities, and mentors team members on networking best practices.

Problem Solving: Analyses complex problems, proposes solutions aligned with organizational policies, prioritizes issues, works collaboratively on implementation, and guides team members on effective problem-solving techniques.

Learning Agility: Actively seeks feedback, adapts to changing circumstances, pursues continuous learning opportunities, and encourages others to learn and adapt, including technological tools.

Planning and Organising: Considers various factors in the planning process, identifies activities for service improvement, challenges inefficiencies, removes barriers, and provides resources and encouragement to anticipate and address issues.

Decision Quality: Makes informed decisions based on analysis, considers alternative options and stakeholder perspectives, and takes accountability for decision quality and impact.

Resource Management: Anticipates risks, effectively allocates and controls resources, finds ways to optimize resource utilization, assigns roles and responsibilities for team effectiveness, and manages workload.

Application instructions

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

- The last date of application is **09 December 2025**. 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.