

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 - Centre in Charge

(Only females are encouraged to apply)

Project	: Sustainable Solution and protection for the Rohingya Refugee Community in Camps (Funded by UNHCR), Funded by UNHCR
Location of posting	: Ukhiya/Teknaf,
Type of contract	: Fixed term contract
Number of Position	: 01 (One)
Duration of Contract	: Up to 31 December 2025 (if not extended)
Salary and Benefits	: As per the Project Budget
Salary and benefits	: Monthly Gross Salary will be BDT. 43,918 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary:

As Associate Officer, you will be responsible for assisting all gender-based violence (GBV) and general protection activities as part of ActionAid Bangladesh's programme in Rohingya Camps. You will provide assistant in set-up and maintenance of Women and Girls Safe Space (WGSS), women led integrated center within the camps, extension area and host communities.

Key responsibilities include (not limited to):

- Setting up of appropriate and adequate Women and Girls Safe Space (WGSS).
- Supervise implementation of Girl Shine, Women Empowerment, Structured Psychosocial support in safe space with appropriate supervision and monitoring tools.
- Designing and overseeing implementation of weekly activities in WGFS.
- Establishing a Women Support Network inside camp, extension area, host communities.
- Raising awareness of gender-based violence among community members.
- Leading camp volunteers in monthly safety audits.
- Close collaboration with WGFS staffs and volunteers.
- Support the timely delivery of program activities following weekly and monthly project work plan.
- Work with M&E Officer to collect, analyze, and report data related to program activities.
- Ensure implementation of Girl Shine Module for adolescent girl and caregivers to provide gender transformative life skill for safer transition into adulthood. Provide adequate support to M&E tools to understand the impact of programming.
- Contextualise and develop module for Women Empowerment Programming to provide structured sessions for women and girls to build skills and promote resilience.
- Ensure adequate support for operation of WGSS: raise procurement request, check inventory, provide stock release request to ensure adequate supply of resources for operation of all activities in WGSS

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- Design, implement and assist in evaluate capacity development initiatives taken for women and girls for basic response and referral.
- Represent AAB in camp coordination platform, GBVSS and all relevant stake holder coordination platform.
- Supervise, training, coaching, mentoring, and monitoring community volunteers to prevent, mitigate and response GBV in camps.
- Support awareness raising campaign and event activities as needed by the supervisor.
- Maintain stock register, Assets ID information and all other relevant documents for proper operation of the WGSS.
- Register women and girls who received care with segregated age-, sex-, location and report to GBV associate daily.
- Document number of appropriated referring GBV cases to access to service providers and report daily to GBV/ CP case management.
- Government liaison focal point in camps.
- Ensure safe and ethical data management: provide timely database, narrative monthly and weekly report and also maintain due record of all activity and register of WGSS.
- Ensure recognised international best practices and Relief International policies are applied in the work with Women, children and vulnerable persons.
- Any other responsibilities as requested by supervisor.

Required Educational Qualification and Experience

Education & Training:

- Bachelor's degree in any discipline. Social Science, Anthropology, Fine Arts, Philosophy, Psychology, Social Work is preferred.

Experience:

- 1-2 years of working experience with NGO and other social work in Cox's Bazar is required for this position.

Required Competencies

- Knowledgeable in GBV and women's rights and experience with facilitation and life skill training
- Knowledge of Rohingya language will be an asset.
- Experience working with refugees, women, and girls, and implementing programs in vulnerable communities.
- Understands the challenges and obstacles women and girls face regarding cultural practices, norms, and society pressures.
- Understands sensitivities of conducting outreach and awareness on violence related issues.
- Ability to communicate sensitively and without judgment.
- Emotional maturity and stability to deal with conflict and confrontation in a non-violent way and maintain appropriate boundaries.
- Displays culture, gender, religion, race, ethnicity, and age sensitivity and adaptability.
- Good communication and facilitation skills to work with community members and leaders on sensitive topics.
- Ability to work independently and check in remotely with supervisor to provide input and reporting on activities.
- Experience in report writing.

Relationships

- S/he will report to Senior Officer - GBV Prevention. S/he will work as a team member in this project.

Application instructions

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

- Last date of application is **07 September 2025** up to 5.00 PM.
- Please [click here](#) to submit your application. (ActionAid only received applications through this online recruitment module)

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.