

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

**act:onaid**

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

### **Trainer cum Centre Incharge**

Project	:	Volunteer Services-Safety Net Systems for the Poorest (VS-SNSP), funded by WFP
Location of posting	:	Ukhiya & Teknaf, Cox's Bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 31 December 2023 (if not extended)
Number of Position	:	6
Salary and benefits	:	Monthly Gross Salary BDT. 41,226 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

### **Project Summary**

Bangladesh is hosting the largest refugee population since August 2017 with her limited resources. According to Joint Bangladesh Government and UNHCR Population Factsheet, as of 30 September 2022, there are 945,953 Rohingya refugees in need of humanitarian assistance in Cox's Bazar. Approximately 52 percent of them are women and girls and 52 percent are children.

ActionAid is implementing Volunteer Services-Safety Net Systems for the Poorest (VS-SNSP) program in Camp 13, 14, 15, 16, 21, 22, 24, 25, 26 & 27 (Ukhiya & Teknaf camps). Besides, ActionAid have few ongoing programmed in different sectors e.g., CCCM, Protection, WASH, NFI, etc. inside the camps. Since the continuation of humanitarian assistance, ActionAid has developed relationships with a range of camp actors, including the Rohingya and their representatives and successfully doing the site management role. ActionAid is working with WFP to facilitate the intervention in the 10 camps to ensure quality life-skills trainings in order to provide trainings and incentives to 3200 Rohingya youth and adolescents volunteers to contribute to the effectiveness of camp level services.

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

#### **Ensure Training Implementation and Oversee the Centre and the Centre Activities (80 % of time)**

- Lead life skills and awareness training planning and implementation.
- Assist project Officer to develop a life skills training curriculum based on UNICEF's guidelines.
- Develop a details life skills training plan in line with the project works to plan and execution following the quality standard.
- Responsible for maintaining the centre environment and centre compliances, ensuring centre materials and overseeing the centre activities as well.
- Ensure participant's daily attendance with MODA and manually.
- Maintain stock and update register at the camp level and report to the project management.
- Prepare requisition for raw materials and equipment.

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- Maintain the training equipment that is used at the centre.
- Group formation and orientation of project participants
- Facilitate running regular life skills training sessions as per the detailed plan.
- Ensure pre and post-test in the training sessions.
- Any other specific area of responsibility assigned by the project management.

## Reporting and Documentation (20% of time)

- Ensure daily and weekly reporting as per the project needs.
- Consolidate field data, good examples and lessons learnt.
- Maintain and compile updates and reporting according to the prescribed template for M&E and donor

## Relationships

- Trainer cum Centre Incharge will report to Project Manager

## Required Educational Qualification and Experience

- A graduate degree in social sciences or a related discipline. Experience in working with emergency response will also be considered favorably

## Experience

- At least 2 years of work experience in a developmental organization.

## Technical Skills

- Experience in NGO humanitarian project implementation in Rohingya response.
- Excellent training facilitation skills.
- Familiar with Rohingya and Local dialect.
- Working knowledge of written and spoken Bengali and English.
- Ability to work independently and foster a team spirit.
- Ability to work under pressure and tight deadlines.
- Skills in report writing, documentation.
- Gender sensitive and familiar with humanitarian principles, Human Rights Based Approach.
- Good knowledge of using internet and software packages (i.e. MS Office, etc)

## Application instructions

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

- Last date of application is **Monday, 30 January 2023**
- 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 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 fund / money from job applicant should be regarded as fraudulent.

ActionAid Bangladesh strongly believes in and promotes safe recruitment. For any kind of suspicious communications and/or conduct, please report it to [aab.mail@actionaid.org](mailto:aab.mail@actionaid.org)