

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:

## **Associate Officer - Community Center and Information Service Center (CC & ISC)**

Project	: <b>Sustainable Solutions and Protection for the Rohingya Community in Camps</b> (Funded by UNHCR)
Location of posting	: Camp - Ukhia and Teknaf, Cox's bazar
Types of contract	: Fixed term contract
Duration of Contract	: Up to 31 December 2023 (if not extended)
Number of Position	: 04
Salary and benefits	: Monthly Gross Salary BDT. 55,161 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

### **Job Context**

ActionAid is implementing Community Based Protection (CBP) project with UNHCR targeting refugees of camp situated in Ukhia and Teknaf, Cox's Bazar. The targeted camps have been identified as areas with heightened protection risks. The project includes Women's Leadership, Accountability and Shifting the Power to communities for transformative change. AAB CBP aims to strengthen and expand the mobilisation of the Rohingya communities through their capacity development and also through building their agencies.

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

#### **ISC related activities:**

- Collect data from actor, camp management and community people or beneficiaries.
- Assist to coordinate community -based information to ensure consistency and coherence across communities.
- Associate Officer – CC&ISC is to identify new information and data requirements to support operations and partners in the region, and support country offices in gathering and sharing this information and data.
- Support Officer – CC&ISC to implement standardized information management policies, data systems and information products across offices within the country operation, including the common operational datasets and fundamental operational datasets.
- Assist Information Management services such as collect ground level information for further process and analysis, assist Officer – CC&ISC in standard setting and dissemination of information flows.
- Act as the source of collecting data and other management activities including population estimation, information flows from established systems, movement tracking & standard.
- Work with team to support the integration of protection into other AAB projects.
- Any other required task assigned by the Supervisor.

## CC related activities:

- Assist site selection, installation and bringing in function of Community Centre. Regularly operate community center in consultation and support of Officer – CC&ISC.
- Supervise, support, and train CC volunteers/guards.
- Sharing information related key issues of the Community Centre with supervisor.
- Sharing camp level protection concerns with Officer – CC&ISC.
- Plan activities for CC in order to achieve project results, in close cooperation with camp level other protection actors.
- Daily operate the activities in the CC and facilitate the outreach activities of community centers.
- Share weekly and monthly activity plan with Officer – CC&ISC to ensure protection risk measurement from the view of Community Based Protection - CBP approach and mainstreaming the CBP.
- Facilitate daily attendance registers, information data and monthly inventory sheets for the Community Center - CC.
- Work for the target population to the planned activities held at the assigned CC, notably the most vulnerable ones (youth-boy & girls, women, elderly, minority members, people with disabilities, etc.), ensuring that proper attention is paid to specific emotional, psychosocial and physical needs.
- Report in a timely manner any eventual challenges or delays, loss or damage, faced in the daily implementation of the activities to the Coordinator – CC&ISC.
- Arrange meeting of management committee or community focal points/settlement representatives.
- Prepare daily, weekly monthly activity reports (incl. camp situation, disaster preparedness including early warning measures, safe shelter, population movement, protection concerns, activity updates) in the requested UNHCR formats.

## Documentation of expenses at camp level, as well as record keeping and monitoring of the goods, properties including logistics in the CC and ISC.

- Prepare all the required admin documentation for expenses at this CC & ISC level (including PRF following AAB procedures);
- Maintain Attendance sheets for staff and volunteers.
- Collect absence forms and practice, on need.
- Supervise Community Center security guards, assistants, Rohingya and host community volunteers' incentives distribution (measuring, planning and admin).
- Collect monthly petty cash/advance, ensuring transparency of AAB procedures and cost-effectiveness for the goods and the services.

## Monitoring & Reporting

- Keep CC and ISC records in accordance with output(s) statement, key output activities, output indicator(s), output targets following population type, and AGD for achieving within timeframe and practicing means of verification.
- Prepare weekly, monthly, and annual reports, submit to Officer – CC&ISC.
- Prepare and submit weekly and monthly work plans in a timely manner.
- Join weekly and monthly supervisory meetings with team to address any issues and prepare team plans.

## Relationships

Associate Officer – Community Center & Information Service Center will report to Officer – CC & ISC

## Required Educational Qualification and Experience

- University degree in Social Science, Disaster Management or relevant disciplines (flexible in terms of person having working experience in Rohingya Response).
- At least 2 year of experience in humanitarian and/or development organizations with significant experience in camp management and/or delivering emergency programs in camp setting;
- Minimum understanding of the concepts behind and practical application of humanitarian codes and standards such as SPHERE, IASC Gender Guidelines, HAP etc.

## Technical Skills

- Proficiency in the local language will be an advantage.
- Understanding of the concepts of humanitarian codes and standards such as SPHERE, IASC Gender Guidelines, HAP etc.
- Experience working in emergency responses targeting vulnerable people
- Able to take decisions in a timely manner, prioritize and multi-task seamlessly.
- Orientation to gender sensitivity.
- Ability to work under extreme pressure and meet deadlines.
- Team player with strong experience in multi-cultural and multi-ethnic environments.
- Proficient with MS office suite, KOBO collect, SPSS

## Application instructions

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

- Last date of application is **Wednesday, 20 September 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 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*