

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

Centre Manager – WLCC (Women-Led Community Centre)

Project Name	:	UNFPA funded integrated GBV project
Strategic Priority	:	Women Rights & Gender Equity
Location of Posting	:	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 mobile & internet allowance, group life insurance only

Job Summary:

A dedicated and proactive Coordinator to oversee the operations of a Women-Led Community Centre and a Women's Market in the Rohingya refugee camps. This role entails managing staff, ensuring seamless daily operations, implementing programs, and fostering a safe, inclusive, and empowering environment for women and girls. The coordinator will collaborate regularly with the Camp In-Charge, site management, and various sectors. This position requires frequent travel between sites and regular engagement with refugee communities, partner organizations, and other stakeholders.

Key responsibilities include (not limited to):

Program Coordination & Implementation:

- Oversee all activities at the Women-Led Community Centre with project goals.
- Ensure timely and high-quality service delivery, including skills training, GBV awareness, psychosocial support, and livelihood initiatives.
- Monitor and evaluate ongoing programs, gathering participant feedback to enhance services.

Staff Supervision & Capacity Building:

- Supervise and support volunteers, case workers, outreach workers.
- Conduct regular mentoring, performance evaluations, and on-the-job training for team members.
- Promote a positive team environment that encourages accountability, respect, and professional growth.
- Coordinate with the trainers, supervise the skilled volunteers to ensure quality skill development activities.

Stakeholder Engagement & Coordination:

- Collaborate with community leaders, camp authorities, partner NGOs, and relevant clusters (especially in GBV, Protection, and Livelihoods).
- Ensure effective coordination with other sectors to provide comprehensive support to women and girls.

Centre Operations & Safety:

- Prepare and Submit MRF, FRF.
- Bill Adjustment
- Implement safeguarding and protection protocols for staff and participants.
- Maintain accurate record-keeping and reporting systems
- Ensure proper stock management and resource management.

Monitoring, Reporting & Documentation:

- Prepare regular activity reports, success stories, and case studies for internal and external use.
- Contribute to donor reports and ensure compliance with donor requirements.
- Assist in data collection and assessments related to women's needs and program impact.

Relationships

The incumbent will report to the Coordinator - WLCC.

Required Educational Qualifications and Experiences

- A university degree, preferably a graduate degree in relevant subject areas Social Sciences, Development Studies, Management. Experience in the sector will also be considered favorably.
- Minimum 2-3 years of relevant experience, especially with focus on refugee response and coordination
- Clear understanding of gender, human rights, issues surrounding violence against women and girls.
- Experience working in emergency responses targeting vulnerable women and girls.
- Demonstrated understanding of and ability to maintain confidentiality and respect for clients.

Required Technical Competencies

- Knowledge and experience with community outreach and mobilization.
- Experience facilitating training and workshops and mentoring others.
- Demonstrated commitment to women's empowerment and protection through current/ previous volunteer or paid work in women's groups, girls clubs or other relevant experience is an added advantage.
- Fluency in local (languages) required.
- The ability to maintain confidentiality and respect in WFS is always essential.

Application instructions

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

- The last date of application is **13 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.