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

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

Associate Officer - Trainer

Project	:	Nurturing of Youth in Camp, Funded by WFP
Location of posting	:	Ukhiya/Teknaf, Cox's Bazar
Type of contract	:	Fixed term contract
Duration of Contract	:	Up to 31 December 2026 (if not extended)
Salary and benefits	:	Monthly Gross Salary BDT. 56,592 with other benefits such as mobile & internet allowance and group life insurance etc

Job Summary

The Associate Officer–Trainer will be responsible for facilitating structured life skills, awareness, basic literacy and numeracy, preparedness and resilience, agriculture, and youth empowerment trainings for Rohingya youth across assigned camps. The role will support the selection and verification of participants; plan, design, and deliver participatory, gender-sensitive, and inclusive training sessions; and provide mentoring support to enhance youth self-esteem, positive behaviours, employability skills, food security awareness, and community resilience.

The Associate Officer–Trainer will be required to uphold safeguarding, PSEA, accountability, and environmental and social safeguarding standards in all activities. This role requires strong facilitation and communication skills, experience in humanitarian or youth-focused programmes, and a solid understanding of the Rohingya camp context.

Key responsibilities include (not limited to):

Facilitating Capacity Development Training and Centre Management: (65% of time)

- Facilitate structured life skills, awareness, basic literacy and numeracy, preparedness and resilience, agriculture, and entrepreneurship-related training sessions for Rohingya youth in assigned camps, following approved project curricula and monthly training plans.
- Deliver participatory, age-appropriate, gender-sensitive, and inclusive training using interactive methodologies (group work, demonstrations, role play, peer learning).
- Prepare session plans, adapt training materials to the camp context, and ensure all sessions align with WFP and ActionAid Bangladesh technical guidelines.
- Conduct pre- and post-session assessments to track knowledge improvement and support MEAL requirements.
- Support the Agricultural Officer in delivering hands-on centre-based plot demonstration and homestead gardening training.
- Integrate cross-cutting themes (protection, gender equality, disability inclusion, environmental awareness, social cohesion, and anti-trafficking) into training delivery.
- Ensure all training is conducted in a safe manner, respecting safeguarding, PSEA, and Environmental & Social Safeguarding (ESS) standards.

- Maintain the centre environment, including the resource management, stock register, and provide support in materials requests as required.

Youth Engagement, Mentorship & Inclusion: (10% of time)

- Mobilize and engage youth participants to ensure regular attendance, punctuality, and active participation in training and youth development activities.
- Provide structured mentoring and on-the-job guidance to selected youth, supporting their participation in mentorship initiatives, youth leadership activities, and community engagement.
- Identify and support vulnerable youths (female participants, PwD, and at-risk youth) to ensure safe, equitable, and meaningful inclusion.
- Support implementation of Youth Corner activities, voluntary youth engagement days, and youth success exchange meetings in coordination with the project team.
- Contribute to youth assessments and support certification processes based on agreed performance and participation criteria.

Coordination, Communication & Field Collaboration: (10% of time)

- Coordinate daily with Senior Officers-Programme, Officer-Agriculture, Associate Officer-Interactive Theatre, Associate Officer-Outreach and Coordination and relevant colleagues to ensure smooth scheduling and delivery of training and youth activities.
- Assist colleagues in liaise with camp-level stakeholders (CiC office, SMS, sector partners, community leaders) to facilitate youth engagement in a timely manner.
- Contribute to the organization of youth campaigns, awareness events, and peer learning platforms as assigned by the supervisor.

Documentation, Reporting &, MIS & MEAL Support: (15% of time)

- Maintain accurate records of training sessions, including attendance sheets, daily tracker, pre/post-test, CBT distribution, and participant feedback.
- Enter and update participant and activity data in MoDA, Kobo, or other project systems in a timely and accurate manner.
- Prepare weekly and monthly activity reports highlighting progress, challenges, lessons learned, and good practices.
- Document case studies, success stories, and change narratives from youth participants.
- Support monitoring visits, internal reviews, and evaluations by providing field-level data and observations.

Required Educational Qualification and Experience

Experience:

- At least 2-3 years of similar work experience in a developmental organization.

Education & Training:

- A graduate degree in social sciences or a related discipline. Education may consider in terms of having experience.

Technical Skills

- Experience in NGO humanitarian project implementation in Rohingya response
- Excellent training facilitation skills
- Familiar with the 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, Kobo, MoDA, etc.)
- Ability in centre management

Relationships

- S/he will report to the Senior Officer-Programme. 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 **11 November 2026**
- 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.