

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

Senior Officer – Cooking & Feeding

Project : Nurturing Youth Volunteers and Green Skills Development in Camps, funded by WFP

Department : Humanitarian Response

Location of posting : Cox's Bazar.

Types of contracts : Fixed term contract

Duration of Contract: Up to 31 January 2025 (If not extended).

Number of positions: 1

Salary and benefits : Monthly Gross Salary BDT. 96,546 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc as per the Project Budget.

Project Overview:

The Senior Officer – Cooking & Feeding for the Green Skills Development project implemented by ActionAid Bangladesh and funded by the World Food Programme (WFP) will have the overall responsibility to designing and planning for cooking and feeding demonstration activities within the camp context. This position is responsible for overall implementation of venue base training on cooking and feeding demonstration as well as and vegetable production activities and ensure capacity building, budget tracking as well as procurement support of resilience project in the respective field offices by maintaining standard procedures and organization guidelines. This position will provide round-the-clock technical assistance to other WFP CPs of the project regarding cooking & feeding demonstrations.

Key responsibilities include (not limited to) :

Project Implementation

- Responsible for overall management of cooking and feeding demonstration session for the assigned camps as well as field supervision of homestead gardening at camp level
- Provide technical program guidance and strategic support to Project Manager to design and implementation of project goals.
- Assist Field Assistant, Associate Officers- Distribution, Host Volunteers on participant engagement about cooking & feeding demonstration purpose.
- Responsible to prepare training module on cooking feeding demonstration, festoon, Training reports on Daily, monthly, quarterly, six monthly and annual basis or as per reporting procedure of donor and within deadlines and provide documents/report to the organization as per need or instruction.
- Organize field team to assure the regular presence of Training/session beneficiary.
- Regular Training Follow up and finding Gap in proper training implementation.

- Support Field facilitator on methodology and tool for assessment as well as provide training as per guideline if needed.
- Support Project Officer to overcome challenges and convey desired outcome from Training.
- Ensure proper and timely delivery of the training/session contents according to the training module.
- Responsible to provide all types of support during training/workshop/meeting period and communicate, coordinate & cooperate with all units and provide logistic support in time as their need.
- Follow up field activities at regular basis,
- Maintain Proper Training documentation and Ensure Training Materials,
- Execute any other task assigned by supervisor/ management.
- Follow the safeguarding reporting procedure in case any reportable incident takes place and encourage others to do so.
- Planning & organizing training program for cooking & feeding demonstration,
- Assist Project Manager/Project Coordinator in reporting.
- Ensure Cooking & feeding Training Materials support on time.
- Any assigned tasks assigned by the line manager.

Coordination and Capacity Building

- Manage the team coordination at the camp level.
- Coordinate with Camp in Charge, Site Management, other Non-Governmental Organizations, and government authorities to ensure an effective response in line with humanitarian principles and organizational objectives,
- Participate in the general program coordination meetings (weekly, Bi-weekly & monthly)
- Identify the gaps in the team and initiate formal and informal orientation to the team.
- Coordinate with others activity of GSD project,
- Attending Doner and others stakeholder meeting.

Reporting and Documentation

- Preparation of the regular program reports.
- Organize and prepare Weekly and Monthly Reports.
- Keep all kinds of Documentation of project purpose.
- Orient team to understand all AAB policies and ensure practices in regular duties.
- Ensure inclusion in all project participants.

Technical Assistance to other CPs

- Must provide technical assistance in cooking and feeding demonstration to other WFP CPs of this project,
- Regular follow-up for implementation of cooking and feeding activities with CPs,
- According to the plan, all the documentation work of other CPs should be done regularly,
- According to the guidelines of WFP, actions like cooking and feeding in Action Aid should be implemented regularly,
- CPs should implement cooking and feeding activities in liaison with high management as per project requirements,
- Regular Training Follow up and finding Gap in proper training implementation in other CPs.

Relationships

The person who holds this position, will be directly reportable to the Project Manager of this project of ActionAid Bangladesh.

Required Educational Qualification and Experiences

Education

A University degree, in any discipline.

Experience

- Minimum 3 years' experience including 1-2 years in agriculture field operation related (training session on cooking and feeding demonstration, cash distribution, field visit).

Required Competencies

- Project Management
- Staff/Team Management
- Training and Capacity Building
- Competency in the area of agro-based development project/market development

Application instructions

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

- Last date of application is **07 July 2024**
- Please [Click Here](#) to submit your application.

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.