

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 – Multi-Purpose Child Protection Centre (MPCPC)

Project	: Sustainable Solutions and Protection for the Rohingya Refugee Community in Camps, Funded by UNHCR
Location of posting	: Ukhiya/Teknaf
Number of positions	: 04
Type of contract	: Fixed term contract
Duration of Contract	: Up to 31 December 2026 (if not extended)
Salary and benefits	: Monthly Gross Salary BDT. 49290 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary

The Associate Officer – Multi-Purpose Child Protection Centre is responsible for the day-to-day management and smooth functioning of the Child Protection Centre. The role focuses on engaging children from the community, delivering life skills programs for girls, boys, and caregivers, and organizing recreational and structured activities that promote child wellbeing, protection, and positive development in a safe and inclusive environment.

Key responsibilities include (not limited to):

Centre Management and Operations

- Manage daily operations of the Multi-Purpose Child Protection Centre, ensuring a safe, clean, and child-friendly environment.
- Develop and oversee daily and weekly activity schedules for center-based programs.
- Ensure adherence to center SOPs, child safeguarding standards, and Code of Conduct.
- Monitor attendance, space usage, and participant flow to avoid overcrowding and safety risks.

Community Engagement and Participation

- Engage children, adolescents, caregivers, and community members to promote participation in center and community activities.
- Build and maintain relationships with community leaders and caregivers to strengthen acceptance and ownership of the center.
- Support inclusive participation of girls, boys, and children with diverse needs.

Community Groups and Adolescent Clubs Management

- Support formation, facilitation, and regular functioning of community child protection groups and adolescent clubs.
- Coordinate meetings, activities, and action plans for adolescent clubs (girls and boys).
- Guide groups to identify child protection concerns and positive actions at community level.
- Promote leadership, participation, and peer support among adolescents.
- Support communities and adolescent groups to design and implement community-led child protection initiatives.

Life Skills Program Delivery

- Facilitate or co-facilitate life skills sessions for girls, boys, and caregivers using approved curricula.
- Support learning on communication, decision-making, emotional wellbeing, positive parenting, and protection awareness.
- Ensure sessions are participatory, age-appropriate, and culturally sensitive.

Recreational and Structured Activities

- Plan and conduct recreational activities such as games, sports, creative arts, and group play.
- Use recreational engagement to support psychosocial wellbeing, confidence, and positive social interaction.
- Ensure activities are safe, inclusive, and suitable for different age groups.

Volunteer Management and Support

- Support recruitment, orientation, and daily supervision of centre-based volunteers.
- Monitor volunteer attendance, performance, and conduct.
- Address minor conflicts or performance issues and escalate concerns when required.
- Promote adherence to safeguarding, PSEA, and Code of Conduct standards among volunteers.

Safeguarding, Ethics, and Referral Support

- Ensure safeguarding, confidentiality, and best-interest principles are applied in all activities.
- Respond appropriately to disclosures of child protection concerns and follow referral pathways.
- Coordinate with CP case management teams for referrals emerging from center or community activities.

Documentation, Monitoring, and Reporting

- Maintain basic records of activities, attendance, and center usage.
- Support collection of monitoring data related to life skills and recreational activities.
- Provide regular updates to supervisors on center functioning, challenges, and achievements.

Required Educational Qualification and Experience

Experience:

- Minimum 1–3 years of experience in child protection, community engagement, education, or child-focused programming.
- Experience managing or supporting child-friendly or community centres preferred.
- Experience working with children and caregivers in humanitarian or refugee contexts is an advantage.

Education:

- Bachelor's degree in Social Work, Psychology, Education, Sociology, Development Studies, or a related field.

Technical Skills and Knowledge

- Basic understanding of child protection principles and child safeguarding.
- Experience facilitating group sessions with children, adolescents, and caregivers.
- Ability to organize recreational and life skills activities.
- Strong coordination, communication, and interpersonal skills.

Core Competencies

- Commitment to child rights and wellbeing
- Accountability and integrity
- Respect for diversity and inclusion
- Teamwork and collaboration
- Flexibility and problem-solving

Relationships

- S/he will report to the Child protection – Prevention Officer. 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 **21 January 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.