

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

## **Coordinator - Camp Management and NFI**

Project	: Camp Coordination and Camp Management (CCCM) Project, Funded by UNHCR
Location of posting	: Cox's Bazar
Number of positions	: 01
Type of contract	: Fixed term contract
Duration of Contract	: Up to 31 May 2026 (if not extended)
Salary and benefits	: Monthly Gross Salary with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

### **Job Summary**

The position Coordinator- Camp Management and NFI under the Camp Coordination and Camp Management (CCCM) project is the central communication and coordination focal point to keep good coordination with the camp administration, RRRC officials, donors, sector focal of the different sector, assistance providing actors, local administration, law enforcing agencies and refugee community at large. For day-to-day actions, he will coordinate with the respective camp focal from the UNHCR, CCCM Project Manager, and the CiC of the respective camp. The incumbent will engage his supervisees in regular camp management activities which include, reduction of disaster vulnerabilities for the refugee community, continuing the coordination with the CiC, ACiC, Sector focal, CMO, CMA, and different actors, service modality of the humanitarian service providing agencies, advocacy for the humanitarian service providing agencies, and any other services required by the service providing agencies of different sectors.

The role ensures efficient distribution operations of NFI and LPG distribution, inventory flow, warehouse coordination, UNHCR reporting compliance, and field-level stakeholder engagement. The post will supervise and support distribution teams and volunteers to ensure safe, accountable, and timely delivery of assistance while maintaining quality service standards at distribution points.

He/She will ensure proper utilization of project budget, implementation of activities as per project implementation plan (PIP), and timely reporting on a biweekly basis to the CCCM Project Manager. S/He will capacitate his/her supervisees to ensure SMART operation of CCCM activities collaboration with UNHCR and CiC office.

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

#### **Camp Coordination and Camp Management: (50% of time)**

- Act as the focal point for Camp Coordination and Camp Management (CCCM) activities and issues taking place at the Camp level
- Establish and maintain liaison with CiC office, I/NGOs, Sector/Sub-sector/Working Group Focal, relevant actors, and UN Agencies in the camp for smooth implementation of the project

- Establish and maintain effective coordination mechanisms and facilitate the participation of all stakeholders in camp management activities
- Identify, analyze and prioritize camp needs to avoid service duplication and gaps in assistance and protection in coordination with the CiC and UNHCR Field Site Management Units
- Advocate for the legitimate needs and rights of the camp population through liaison with CiC/Camp Administrator, humanitarian service providers, and other actors
- Organize regular camp-level meetings and set agenda
- Liaise between camp residents and humanitarian service providers and other actors. Support to bridge between actors and the CiC office to provide the necessary support for smooth implementation of their projects
- Supervise the Information Management & Field Monitoring team in database and dataset management, camp profiling, service mapping, developing IEC products, humanitarian gap analyses, and needs assessments and share with the relevant stakeholders
- Support staff and volunteers to enhance their capacity in DRM, preparedness, and emergency response and maintain an effective coordination mechanism with relevant sectors and organizations to ensure required support for camp residents during emergencies
- Coordinate with government intelligence agencies, police, military, camp administration, and the refugee community to ensure general security and safety of refugees and service providers

#### **Distribution Management: (10% of time)**

- Support the distribution team in delivering LPG and NFI to the refugees in a timely and dignified way
- Ensure sector-related coordination to ensure duplication-free NFI distribution by the sector partners
- Support the team in preparing and circulating the periodic report of LPG and NFI Distribution

#### **Accountability and transparency: (10% of time)**

- Establish, strengthen and monitor an effective, transparent, and representative community representation system including coordination of service provision and other defined camp activities
- Manage the community representation focal to effective communication and organize regular meetings with the Community representatives and enhance staff capacity to ensure community representation
- Engage with communities in one-to-one and/or group sessions to transfer key information and updates on the project
- Promote and facilitate accountability towards the camp population through the establishment of complaints and feedback mechanism systems
- Coordinate with relevant actors and the CiC to address complaints and feedback on time
- Make sure the services delivered to the community are aligned with CHS and Sphere Standards
- Ensure camp actors are following humanitarian and protection principles
- Ensure camp actors are addressing the gaps identified through service monitoring and sector monitoring

#### **Administration/ HR: (10% of time)**

- Support the recruitment of staff (organigrams, job descriptions, question and answer scripts, interviews, etc.)

- Ensure project staff understand and perform their roles and responsibilities
- Organize training and orientation for project staff
- Orient or train project staff in key aspects of camp management as part of on-job coaching and mentoring

#### **Finance and logistics: (10% of time)**

- Support the project and budget management
- Contribute to the development of procurement plans
- Support quality checks, and support the procurement committee to finalize and select appropriate items/materials
- Ensure the right use of project assets
- Support the project's inventory management
- Plan team movements based on available fleet and applicable policies

#### **Reporting and documentation: (10% of time)**

- Ensure adequate monitoring mechanisms are in place and progress against implementation plans
- Ensure adequate reporting and effective information sharing among all stakeholders
- Prepare biweekly reports and support the drafting of mid-year and annual project performance reports for the funding agency with accurate facts and figures
- Ensure quality and accuracy of technical information provided
- Check and review data and information shared with the funding agency through Activity Info
- Train and coach project staff in writing quality reports
- Contribute to the documentation of good practices to use as reference and also for advocacy with the wider humanitarian community

### **Required Educational Qualification and Experience**

#### **Experience:**

- Minimum 5 years of working experience with at least 2 years in emergency project management including at least 1 year of work experience in the Rohingya Crisis
- Demonstrated understanding of emergency programming, needs assessment, and programme monitoring

#### **Education:**

- Master's in Social Science, Disaster Management or relevant disciplines (flexible in terms of the person having working experience in Rohingya Response)

#### **Technical Skills/ Key Competencies:**

- Excellent communication skills in English.
- Experience in CCCM, Rohingya Response, and emergency humanitarian response.
- Experience in project planning and budget control.
- Sound understanding of protection issues, CCCM, human rights, DRR, and resilience.

- The ability to communicate in the Rohingya dialect is an advantage.
- Flexibility, diplomacy, leadership, cultural sensitivity, and team spirit are among the important personal traits
- Understanding of safeguarding issues, PSEA and Human Rights-Based Approach (HRBA).
- Team player with strong experience in multi-cultural and multi-ethnic environments.
- Microsoft Office applications (MS Office, MS Word, MS Excel, Powerpoint), KOBO collect, and other assessment tools.

## Relationships

- S/he will report to the Program Manager - CCCM and NFI. 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 **09 February 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.***