

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 candidates for the following position:

## Fellow - Humanitarian Programme

Unit	:	Humanitarian Programme
Location of posting	:	Dhaka
Types of contract	:	Contractual
Duration of contract	:	31 March 2027
Number of position	:	1 (One)
Remuneration and Benefit	:	BDT. 30,000 per month with group life insurance coverage

### Job Summary:

The Fellow will support AAB's humanitarian programme team in implementing year-round disaster risk reduction (DRR) and emergency response initiatives. The role includes providing operational support, documenting programme and project interventions such as case studies, photographs, and implementation processes, and contributing to knowledge management efforts. The Fellow will also assist in organizing and delivering DRR and emergency response workshops, trainings, simulation exercises, and stakeholder meetings, while ensuring proper post-event reporting and documentation. Additionally, the Fellow will facilitate coordination with internal teams and external stakeholders to support effective Humanitarian and DRR action and strong cross-functional collaboration.

This position will be based in AAB's country office, but she/he will frequently visit the project location.

The position is reportable to the Senior Programme Officer-Humanitarian Programme, ActionAid Bangladesh.

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

#### Emergency Response and DRR Support

- Assist in planning and implementing emergency response activities during crises.
- Support ongoing DRR programs, including preparedness, mitigation, and resilience-building initiatives.
- Maintain updated emergency response plans, tools, and contact databases.
- Participate in rapid needs assessments and field-level coordination when required.

### **Documentation & Knowledge Management support**

- Document humanitarian activities, field interventions, and program outcomes.
- Develop reports, case studies, situation updates, and success stories.
- Maintain organized records of project data, photos, and communication materials.
- Support the development of learning documents and internal knowledge-sharing resources.

### **Internal and external Coordination and implementation support**

- Ensure regular coordination with Administration, Finance, Communications, and Program teams within AAB.
- Assist in tracking budgets, procurement needs, and operational requirements in collaboration with relevant teams.
- Organize workshops, training, simulation exercises, and stakeholder meetings related to DRR and emergency response.
- Handle logistical arrangements including venue coordination, materials preparation, and participant communication.
- Support post-event reporting and documentation.

### **Internal and external Coordination and implementation support**

- Support internal and external communication related to humanitarian activities.
- Provide timely updates for communication materials (newsletters, website, social media, etc.).
- Assist in preparing donor reports and presentations as needed.

## **Relationships**

Fellow - Humanitarian Programme will report to Senior Programme Officer.

## **Required Educational Qualification and Experiences**

### **Education**

- Bachelor's degree in Disaster Management, Development Studies, Social Sciences, or a related field.

### **Experience**

- At least 1 year of experience in implementing emergency response initiatives, along with strong skills in case study development, report writing, and organizing workshops, trainings, and related events

### **Other Requirements:**

- Strong analytical skills and ability to synthesize complex information.
- Excellent writing and editing skills, with attention to detail.
- Familiarity with disaster response and recovery processes is an advantage.
- Ability to work collaboratively in a team and independently in a field setting

- General computer skills, including Microsoft Word, Excel, and PowerPoint
- Ability to work under pressure and respond to emergencies when required.

## Application instructions

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

- The last date of application is **04 May 2026**
- Please [Click Here](#) to submit your application.

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**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.**

**NB: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from job applicants should be regarded as fraudulent.**

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