

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

act:onaid

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

Sports and Recreational Officer

Project	:	Prevention and Response to Violence against Children and Women in Rohingya Camps and Host communities project funded by UNICEF (Phase V)
Location of posting	:	Ukhiya, Cox's bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 09 May 2023 (if not extended)
Number of Position	:	2
Salary and benefits	:	Competitive salary with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary

This position will organise and lead sports and recreational activities for Rohingya Youths at Youth Development Centre. S/He will be responsible for promoting different recreational activities such as arts, crafts, sports, games, camping, and hobbies to enhance their creativity skills. S/He should be passionate about her/his activities and enjoy interacting with individuals from a range of backgrounds.

Key responsibilities include (not limited to)

Organize and maintain recreational activities

- Organize and lead youth & adolescents to promote different recreational activities such as arts, crafts, sports, games, camping, and hobbies to enhance their creativity skills.
- Manage the daily operations of recreational facilities.
- Organize different amusement competitive indoor-outdoor sessions for recreation of the youth and adolescents
- Introduce new and indigenous cultural events, games, and sports and ensure participation of boys and girls to expatiate the diversified positive social norms and culture.
- Explain principles, techniques, and safety procedures to participants in recreational activities, and demonstrate the use of materials and equipment.
- Complete and maintain time and attendance forms and inventory lists.
- Scheduled maintenance and use of facilities.
- Arrange and organize special activities or events such as drama, song, gymnastics, performing arts, dance, talent fair, and observance of special days and events.
- Encourage participants to develop their own activities and leadership skills through group discussions.

Evaluation and Collaboration

<https://actionaidbd.org/>

Find us also in [Facebook](#) and [Twitter](#) for regular updates!

- Meet and collaborate with agency personnel, community organizations, and other professional personnel to plan balanced recreational programs for participants.
- Evaluate recreation areas, facilities, and services to determine if they are producing desired results.
- Confer with management to discuss and resolve participant complaints.
- Ascertain and interpret group interests, evaluate equipment and facilities, and adapt activities to meet participant needs.

Reporting and Documentaion

- Prepare a monthly Youth Centre recreational activity plan and report.
- Manage all essential data and information related to recreational activities.

Relationships

Sports and Recreational Officer will report to Programme Officer – GBV.

Required Educational Qualification and Experience

- Graduate in Social Science. Experience in the similar sector will also be considered favourably.
- Minimum 2 years of experience with vulnerable/marginalized populations

Technical Skills

- Proficiency in the local language will be an advantage.
- Capacity for coordination and Networking. Excellent social skills.
- Excellent spoken and written English language skills
- Gender sensitive and familiar with humanitarian principles, Human Rights Based Approach
- Able to take decisions in a timely manner, prioritize and multi-task seamlessly.
- Ability to work under extreme pressure and meet deadlines.
- Team player with experience in multi-cultural and multi-ethnic environments.
- Data management, Proficient with MS office suite

Application instructions

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

- Last date of application is **Saturday, 04 June 2022.** *Due to emergency, recruitment will be on rolling. The interested candidates are requested to apply before deadline*
- 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