

ActionAid Bangladesh is looking for suitable candidate for LRP 51 for the following position:

Sponsorship Officer

Unit	:	Local Rights Programme (LRP)
Location of posting	:	Chanpara, Narayangonj (LRP – 51)
Types of contract	:	Contractual
Duration of the contract	:	Up to 31 December 2026 (but have a possibility of extension depending on donor fund availability)
Number of position	:	1 (One)
Salary and benefits	:	Monthly Gross Salary will be BDT. 33,331 with other admissible benefits such as festival bonus, mobile allowance, group life insurance and medical Insurance etc.

Job Summary

The Sponsor officer will be responsible to coordinate overall implementation of the sponsor activities in LRP-51 area at Chanpara, Kayetpara Union, Rupgonj Upazila. He will act as the key person to guide the field team. He will be responsible for planning, budgeting, implementing, monitoring and supervision of the sponsor activities including management of financial and human resources. He will provide regular accompaniment supports to the project staff members in implementation of different events and innovations. He will keep close contact with Line Manager-LRP of ActionAid Bangladesh. He will represent this LRP as well as AAB to different levels of stakeholders/organizations. He will coordinate in implementing ActionAid sponsorship policies and financial, administrative and human resources policies and procedures. He is also responsible for coordination, communication and time submission of sponsorship report, activity progress reports, budget to ActionAid Bangladesh Head Office in scheduled time. He will help to prepare progress report, budget of LRP. Be familiar with the ActionAid financial, inventory, administrative and HR reporting system and formats are essential. Assist Internal and External Audit recommendation especially the financial issues for the project and third party as and when required. He is also responsible to assist the Focal Person of the Project and Finance Manager to face the Internal/External Audit as & when required.

Key responsibilities include (not limited to)

CM (Child Message) Collection

- CM Orientation.
- Budget preparation, collection and distribution for CM Materials.
- Creation and distribution of CM list question papers and writing of CM collection and CM.
- Creating public awareness about child sponsorship and conducting sessions.
- Prepare CM soft copy and archive soft copy on CD drive.
- Budgeting, collection and distribution for children's refreshments etc.
- New baby replacement CM collection.

- Make a drop out list and report.

Creating a child profile

- New CM (Fast Welcome & Second Welcome) Collection.
- Creating public awareness about child sponsorship and conducting sessions.
- Complete CH and fill up Parental Consent Form.
- Complete baby updates and soft copy makers.
- Creating and managing office files of registered children.

Photo Update /Upload

- Photo Update Orientation
- Creating public awareness about child sponsorship and conducting sessions.
- CH production and distribution.
- Creating, collecting and distributing budgets for children's refreshments.
- Photo collection and photo upload and use of internet service.
- File collection to file in CH and photo office.
- Photo printing and photo distribution among children etc.

Report Preparation

- Community Voice Report Preparation and Gift Fund Report Preparation.
- Facts and Figures Report and Soft Story Report Preparation.
- Provide Information for Other Success Stories and Next Step Report.

Child tracking and monitoring

- Regularly inspect the field to see if there are any children.
- Increase the skills of the team members to work in the child tracking format.
- Contact the Child Monitoring Committee regularly.
- Establish annual coordination and planning.

Planning and Organize

- create own monthly work plans.
- Assist facilitators in formulating action plans.
- Conduct sessions in groups / centers to enhance the skills of facilitators.
- To play a role in leadership development of team members.
- Creating a mapping of children's participation.

Role in protecting child rights and child protection: Children regularly

- If any sponsor child is in danger, he / she will provide overall support.
- Assistance and monitoring in providing emergency medical care to children.
- Establishing and liaising with various healthcare organizations to provide medical assistance to sick children.
- Regular communication and coordination with direct and indirect Conduct activities at the Child
- Development Center beneficiaries associated with the project. Maintain regular contact with sponsored child parents in particular.
- Adoption and implementation of advocacy activities at the local level for the inclusion of sponsored child families in government services and facilities.

- Implement activities with special emphasis on prevention of child marriage.
- Always strive to protect the rights of the child and the protection of the child and take steps to
- increase awareness at all levels in the work area and to implement it properly. Form and activate
- school / development teams / area-based child protection advocacy / reporting committees.
- Conducting awareness programs on Child Sponsorship, Child Rights and Child Protection Policy in
- the work area and playing a direct role in celebrating different days.

Trinamool News

- Participate in all trainings, meetings and workshops scheduled by AAB Help build grassroots
- journalists and keep the team active through regular meetings and other educational activities.
- Exploring opportunities for children through local and other news outlets and creating training
- opportunities for local journalists.
- Encourage children to write, submit regularly and publish diaries.
- Acting as editor of CJG Bulletin.

Managing Child Development Centres

- Assist SBK and hold meetings with them.
- To organize SBK annual sports competition.
- Arranging curriculum for children at upazila level.
- To operate SBK centre in a child friendly environment.

Others

- Supporter correspondence update. (Photo Collect, Photo Printing, Update Listening to Children etc.)
- Participate in all training, meetings and workshops scheduled by AAB.
- Visiting the child's school, verifying the child's result, conducting a child focus event.
- Maintain good relationships with government and non-government officials in the work area and individuals in the community.
- Handling child death cases and performing all tasks for replacement.
- Involved in the implementation of various programs of the project and will participate in various activities for the development of the organization under the direction of the LRP Manager.
- Prepare annual child sponsorship budget for smooth management of child sponsorship and report on
- child sponsorship activities at "LRP" level.
- Implement all plans of FUND.

Relationships

The person holds this position will directly be reportable to **LRP - Coordinator**.

Required Educational Qualification and Experience

- Graduation or equivalent degree in any discipline.
- At least 2 years of working experience with reputed organisation in similar position.

Technical Skills

- Efficiency in MS Office package.

Application instructions

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

- Last date of application is **27 February 2026**
- 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 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.

N.B: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of fund / money from job applicant should be regarded as fraudulent.