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

actionaid

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

Field Facilitator

Project Name	:	Life-Saving Shelter Assistance for Vulnerable Rohingya Households in Cox`s Bazar, Bangladesh
Location of Posting	:	Teknaf
Number of positions	:	02
Type of contract	:	Fixed term contract
Duration of Contract	:	Up to 14 April 2027 (if not extended)
Salary and benefits	:	Monthly Gross Salary BDT. 35,062 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc.

Job Summary:

The Field Facilitator will support the field-level implementation of the Shelter Project by mobilizing communities, monitoring block-level activities, supervising labour and shelter volunteers, and ensuring timely delivery and utilization of Construction materials. The position will maintain accurate labour and activity documentation and provide regular implementation updates to the project team.

Key responsibilities include (not limited to):

Community Mobilization: (25% of Time)

- Mobilize and communicate with communities to facilitate the timely delivery of shelter materials to targeted households.
- Distribute shelter material tokens to ensure that the correct households receive the appropriate quantity of materials.
- Mobilize and engage communities to promote the proper use and utilization of distributed shelter materials.
- Facilitate community participation and cooperation during shelter material delivery and implementation activities.
- Identify and report community-level issues, access constraints, and other challenges affecting timely material delivery.
- Ensure that community feedback and concerns related to material delivery and project implementation are communicated to the project team.
- Mobilize the community to ensure their engagement in Cash for Work activity.

Block-Level Implementation Monitoring: (25% of Time)

- Conduct regular block visits to monitor block-level shelter and Site Development activities and ensure implementation is in accordance with approved plans, designs, BoQs, and required standards.
- Monitor the progress, quality, and timely completion of shelter and SD activities and identify implementation gaps or delays.
- Verify the delivery and use of construction materials at block level and report any discrepancies or issues.
- Maintain field-level records and photographic evidence of implementation progress as required.
- Provide timely updates to the technical/project team on progress, challenges, and required follow-up actions.

Field Level Implementation Assessment: (10% of Time)

- Facilitate post-disaster damage assessments to identify shelter needs, priority households, and requirements for Shelter and SD interventions.
- Facilitate post-distribution monitoring to assess the utilization and appropriateness of distributed shelter materials and identify any follow-up needs.

Labour and Shelter Volunteer Supervision: (25% of Time)

- Supervise and coordinate labourers and shelter volunteers engaged in shelter and SD activities to ensure effective allocation, engagement, and utilization of human resources.
- Monitor labour and volunteer attendance, work progress, productivity, and compliance with agreed roles, responsibilities, and working arrangements.
- Provide guidance to labourers and volunteers to ensure compliance with required technical, safety, safeguarding, and workplace standards.
- Ensure shelter volunteers understand their roles and responsibilities and effectively support community communication and field-level implementation.
- Coordinate with technical staff and volunteers to address labour- and implementation-related challenges and ensure timely completion of assigned activities.
- Maintain appropriate documentation of labour and volunteer engagement, attendance, and field-level activities.

Documentation and Reporting: (15% of Time)

- Prepare and maintain accurate labour attendance sheets, engagement records, material delivery records, and other relevant project documentation.
- Ensure proper documentation of labour and volunteer engagement to facilitate timely payment in accordance with AAB's payment policy.
- Provide timely field updates and inputs for project monitoring and reporting.
- Support the project team during monitoring, verification, review, and other documentation exercises.

Relationships

The Field Facilitator will directly report to Technical Officer.

Required Educational Qualifications and Experiences

- Diploma in Civil Engineering.
- Minimum 1–2 years of relevant experience in field-level project implementation, community mobilization, shelter, construction, or humanitarian programmes.
- Experience in supervising labourers, volunteers, or community-based teams.
- Experience working in Rohingya refugee camps will be an advantage.
- Experience in field-level documentation, attendance management, and activity monitoring.

Technical Skills

- Good community mobilization, facilitation, and interpersonal communication skills.
- Ability to monitor field-level activities and identify implementation issues.
- Basic proficiency in MS Word, Excel, and other relevant data/documentation tools.

Application instructions

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

- The last date of application is **02 December 2026.** **Due to emergency, recruitment will be on rolling basis. The interested candidates are requested to apply early before deadline.**
- Please **Click Here** to submit your application.

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.

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