

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

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

Associate Officer – SASA! Together

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| Project | : Sustainable Solution and protection for the Rohingya Refugee Community in Camps (funded by UNHCR) Project |
| Location of posting | : Ukhiya/Teknaf |
| Number of positions | : 06 |
| Type of contract | : Fixed term contract |
| Duration of Contract | : Up to 31 December 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 |

Key responsibilities include (not limited to)

1. Program Implementation: 50%

- Support the implementation of the SASA! Together methodology with Community Leaders (CL), Local Activists (LA), and Institutional Allies (IA), ensuring alignment with project goals.
- Facilitate training sessions for CLs, LAs, and IAs on the SASA! Together methodology using established training modules.
- Monitor sessions conducted by Community Leaders (CL), Local Activists (LA), and Institutional Allies (IA) to assess progress and track changes within the community.
- Assist in data collection activities, including inputting information into KoBo tools, conducting focus group discussions (FGDs), community assessments, surveys, and consultations in camps.
- Work closely with community leaders and activists to prevent violence against women and promote gender equality.
- Support the implementation of training programs and workshops for institutional strengthening with a focus on GBV prevention and risk mitigation.
- Contribute to developing and implementing activities that address safeguarding standards, ensuring a safe working environment for all team members and participants.
- Demonstrate strong commitment to gender equality, GBV prevention, inclusion of gender-diverse populations, and economic empowerment of women and youth.
- Carry out additional tasks assigned by the supervisor to support effective program implementation.

2. Reporting and Documentation: 20%

- Prepare and submit weekly and monthly reports for assigned project locations, ensuring accuracy, quality, and timely completion.

<https://actionaidbd.org/>

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- Maintain comprehensive and organized records of activity observations, community change trackers, training sessions, and assessments.
- Collaborate with the Monitoring and Evaluation (M&E) team to ensure accurate data collection, documentation, and reporting of project outcomes.
- Support the compilation of reports for donors, management, and stakeholders, ensuring compliance with organizational and donor requirements.
- Ensure all documentation complies with safeguarding and ethical standards.

3. Coordination and Communication: 20%

- Support effective communication and coordination among team members to ensure smooth implementation of activities.
- Serve as a focal point for field-level communication related to SASA! Together activities.
- Liaise and maintain regular communication with community leaders, activists, and other stakeholders to support smooth program operations.
- Build and maintain working relationships with CiC, site management, service providers, and protection actors to strengthen GBV prevention initiatives.
- Participate in coordination meetings and provide updates on program progress when required.
- Ensure clear and timely communication within the team to support effective activity implementation.

4. Mentoring and Supervision: 10%

- Provide day-to-day supervision to volunteers and assigned Community Leaders (CLs), Local Activists (LAs), and Institutional Allies (IAs).
- Provide need-based mentorship and guidance to volunteers and team members to strengthen their skills and knowledge.
- Identify performance gaps and support learning through formal and informal orientation sessions.
- Monitor the performance of assigned team members and provide constructive feedback.
- Foster a supportive and collaborative working environment.

5. Embedding Feminist Leadership Principles and Anti-Racism Practices: 10%

- Demonstrate Feminist Leadership Principles in daily work and interactions.
- Support awareness-building among team members to promote feminist values and inclusive practices.
- Promote anti-racism practices and ensure personal and team actions reflect equity and inclusion principles.

Relationships

Associate Officer – SASA! Together will report to Senior Officer – GBV Prevention.

Required Educational Qualification and Experience

- Bachelor's degree in Women's Studies, Gender Studies, Social Science, Social Work, Human Rights, Humanities, or a related field. Significant relevant experience may be considered in lieu of formal education.

- Minimum 2–3 years of relevant experience working with NGOs or social development programs, preferably in Cox’s Bazar humanitarian settings.
- Experience supporting community-based programs, especially GBV prevention initiatives, is highly desirable.

Technical Skill:

- Strong teamwork and coordination skills in dynamic and challenging environments.
- Demonstrated ability to mentor volunteers and support capacity-building activities.
- Basic understanding of program planning, implementation, and monitoring systems.
- Strong written and verbal communication skills.
- Understanding of feminist principles and gender equality frameworks.
- Fluency in Bangla and English; knowledge of Rohingya or Chittagonian is an asset.

Application instructions

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

- Last date of application is **09 May 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 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