

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

## **Associate Officer – Child Protection Information Management (CPIM)**

Project	: Sustainable Solutions and Protection for the Rohingya Refugee Community in Camps, Funded by UNHCR
Location of posting	: Cox's Bazar
Number of positions	: 01
Type of contract	: Fixed term contract
Duration of Contract	: Up to 31 December 2026 (if not extended)
Salary and benefits	: Monthly Gross Salary BDT. 49290 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

### **Job Summary**

The Associate Officer – Child Protection Information Management & Reporting is responsible for supporting child protection data collection, analysis, and donor reporting for both CP response (case management) and CP prevention program. The role ensures accurate, timely, and ethical use of CPIMS+ and prevention monitoring data, while maintaining confidentiality, informed consent, and compliance with donor and organizational requirements.

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

#### **Child Protection Information Management (CPIMS+)**

- Support accurate and timely entry, update, and maintenance of CP case data in CPIMS+.
- Conduct routine data quality checks to ensure completeness, accuracy, and consistency.
- Support CP case management staff to address data gaps or errors identified in CPIMS+.
- Ensure strict compliance with confidentiality, informed consent, and data protection standards.

#### **CP Prevention Data Collection and Management**

- Support collection, cleaning, and organization of monitoring data from CP prevention activities (e.g., community awareness, adolescent engagement, parenting sessions).
- Compile attendance, output tracking, and basic outcome data from prevention programs.
- Ensure prevention data is stored securely and aligned with agreed indicators and tools.
- Coordinate with prevention teams to ensure timely submission of activity data.

#### **Donor Reporting and Data Analysis**

- Support preparation of child protection inputs for donor reports, including narrative and indicator tables.

- Generate aggregated and anonymized data summaries from CPIMS+ and prevention monitoring tools.
- Support analysis of trends and results to inform program learning and decision-making.
- Maintain reporting trackers aligned with donor log frames and indicators.

### **Coordination and Data Alignment**

- Ensure alignment between case management data, prevention activity data, and donor reporting requirements.
- Coordinate with CP Coordinators, Officers, and prevention teams to verify data accuracy before reporting.
- Support internal reviews, audits, and monitor visits related to CP data and reporting.

### **Compliance, Safeguarding, and Ethics**

- Ensure all data sharing follows minimum data principles and uses anonymized formats only.
- Flag any risks related to confidentiality breaches or data misuse immediately.
- Adhere to ActionAid's Child Safeguarding, PSEA, and Code of Conduct policies.
- Ensure CP data and reporting processes do not expose children or communities to harm.

### **Capacity Support and Learning**

- Provide basic support to CP staff on correct use of data collection tools and reporting formats.
- Support documentation of lessons learned and good practices from CP response and prevention program.
- Participate in CP Sub-Sector or CPIMS+ related coordination and learning sessions as required.

## **Required Educational Qualification and Experience**

### **Experience:**

- Minimum 1–3 years of experience in child protection, MEAL, or information management roles.
- Experience supporting donor reporting and program data management preferred.
- Familiarity with CPIMS+ or similar protection information systems is an advantage.
- Experience working in humanitarian or refugee contexts preferred.

### **Education:**

- Bachelor's degree in social sciences, Development Studies, Statistics, Information Management, or a related field.

## **Technical Skills and Knowledge**

- Strong understanding of confidentiality, data protection, and ethical information management.
- Ability to compile and analyze program data for reporting purposes.
- Familiarity with donor log frames, indicators, and reporting formats.
- Good coordination, documentation, and communication skills.

## **Core Competencies**

- Accountability and integrity
- Strong attention to detail
- Respect for confidentiality and safeguarding
- Teamwork and coordination
- Commitment to child rights and protection

## Relationships

- S/he will report to the Project Manager. S/he will work as a team member in this project.

## Application instructions

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

- Last date of application is **21 January 2026**
- Please [click here](#) to submit your application. (ActionAid only received applications through this online recruitment module)

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**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.***