

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

Coordinator - Community Centre & Information Service Centre (CC & ISC) ***(Maternity Replacement)***

Project	:	Sustainable Solutions and Protection for the Rohingya Community in Camps (Funded by UNHCR)
Location of posting	:	Cox's bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	06 (Six) Months
Number of Position	:	1 (Women are encouraged to apply)
Salary and benefits	:	Monthly Gross Salary will be BDT. 110,544 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary

The coordinator - Community Centre & ISC will be under direct supervision of Project Coordinator, Community Based Protection to ensure timely and effective delivery through Overseeing the start and running of the Community Centres and Information Service Centres – CC&ISC in seven camps, i.e. Camp 09, 10,11, 12, 26, 27 & NRC. This position is responsible for ensuring strong coordination with Camp management and other actors in camps, including management of the camp level staff, 17 team members in total, i.e., 04 Officer- CC & ISC, 08 Associate officer- CC & 05 Associate Officer - ISC. S/he will take initiatives for capacity building of CC & ISC team and increasing community participation through community engagement towards community empowerment.

Key responsibilities include (not limited to)

Oversee the activities of Community Centre and Information Service Center (CC& ISC)

- Prepare plan for site selection, installation and bringing in function of Community Centre and Information Service Center – CC&ISC including managing community center and information service center in consultation and support of Project Coordinator - CBP.
- Supervise, support, and train the staff and CC&ISC to achieve results and good performance, in close under supervision Project Coordinator – CBP.
- Sharing information related key issues of the Community Centre and Information Service Center.
- Sharing protection concerns with the responsible of GOB, INGO, Agency as per requirement with information of wings team members in coordination with Project Coordinator – CBP.
- Plan activities for both centres and ISC in order to achieve project results, in close cooperation with camp level other protection actors.
- Monitoring of the activities in the CC and information centre /point and weekly visit in outreach activities of those centers.

- Share weekly and monthly activity plan with Camp Management, including join in Camp Coordination Meeting, cooperation with Site Management, and other actors to ensure protection risk measurement from the view of Community Based Protection - CBP approach, and mainstreaming the CBP.
- Ensure daily attendance registers, information data and monthly inventory sheets for the Community Center - CC and Information Service Centre/point.
- Facilitate the participation of all of the target population to the planned activities held at the assigned CC & ISC/point notably the most vulnerable ones (youth-boy & girls, women, elderly, minority members, people with disabilities, etc.), ensuring that proper attention is paid to specific emotional, psychosocial and physical needs.
- Report in a timely manner any eventual challenges or delays, loss or damage, faced in the daily implementation of the activities to the Project Coordinator.
- Manage team for identifying and support camp management committee or community focal points/settlement representatives and join in committee meeting.
- Coordinate with Local authorities, partners and Community Focal Points.
- Supervising long and short plan in Community Center and information Center to achieve project objectives.

Monitoring & Reporting

- Prepare daily, weekly monthly activity reports (incl. camp situation, CwC, disaster preparedness including early warning measures, safe shelter, population movement, protection concerns, activity updates) based on camp level reports in the requested UNHCR formats.
- Support Project Coordinator in preparing Mid- Year & Annual report to UNHCR.
- Ensure preparation & submission of Project Completion Report for submission to CiC office.
- Ensure documentation process at CC&ISC in accordance with output(s) statement, key output activities, output indicator(s), output targets following population type, and AGD for achieving within timeframe and practicing means of verification.
- Prepare and submit weekly and monthly work plans in a timely manner.
- Implementation of monitoring and evaluation tools and report on problems in the implementation of the program in CC&ISC.
- Tracking and reporting of activities and target achievements in the services under wings team members responsibility.
- Lead weekly and monthly supervisory meetings with team to address any issues and set team plans.

Assist in project planning, authorization and reporting of the expenses at camp level

- Follow and check all the required admin documentation for expenses at field level (including PRF following AAB procedures).
- Monitor the Attendance sheets for staff and volunteers and check and collect as per management process, take authorization of Project Coordination.
- Check and collect absence forms to be shared with Project Coordinator.
- Support the management for Community Center security guards, assistants, Rohingya and host community volunteers' incentives distribution (measuring, planning and admin).
- Manage the monthly petty cash, ensuring transparency of AAB procedures and cost-effectiveness for the goods and the services received.
- At the end of the month, provide required administrative documentation of expenses to CC&ISC.

- Supervise the use of storages, equipment, and materials for Community Centers and ISC.

Relationships

Coordinator - Community Centre & ISC will report to Project Coordinator.

Required Educational Qualification and Experience

- Post-Graduation in International Relations, Development Studies, Social Science, Public Administration, Mass Communication and Journalism or combination of relevant Education and Experience.
- At least 5 years of experience in humanitarian and/or development organizations with significant experience in camp management and/or delivering emergency programs in camp setting.

Technical Skills

- Proficiency in the local language will be an advantage.
- Good understanding on CBP concept and mechanism
- Good understanding and proven experience on CFRM activities
- Understanding on field operation and camp level programme implementation
- Excellent spoken and written English language skills and the capacity to produce quality reports independently.
- 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 **Wednesday, 02 November 2022**. *Due to emergency, recruitment will be on rolling. 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.