

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

Field Facilitator

Project Name	:	Natural Resources Management Project, funded by WFP
Location of Posting	:	Based in Ukhia and Teknaf
Types of contract	:	Fixed-term contract up to 31 December 2026 (renewable depending on funding availability and performance).
Salary and benefits	:	Monthly Consolidated Salary with other benefits mobile & internet allowance, group life insurance only

Job Summary:

The Field Facilitator supports the effective implementation of Natural Resource Management (NRM) activities in camp and host community areas. The role focuses on mobilizing inclusive community participation, promoting environmentally sustainable practices, and supporting reforestation, conservation, and climate-resilient interventions.

Key responsibilities include facilitating training and awareness sessions, supporting Cash for Work (CFW) activities, field monitoring, and data collection, and coordinating with local authorities and humanitarian stakeholders. The Field Facilitator also contributes to DRR and climate-resilient infrastructure planning, ensures accurate reporting and documentation, and provides support during emergency situations such as floods or other natural disasters.

Key responsibilities include (not limited to):

Implementation of Project Activities (Climate-Resilient Infrastructure, Flood Control measures & Reforestation) (40% of Time)

- Support the implementation of climate-resilient infrastructure activities, such as slope protection, drainage improvement, footpaths, and environmentally sensitive structures including design the schemes and BoQ as per project standard and donor guideline.
- Assist in the implementation of **flood control and risk mitigation measures**, such as drainage cleaning & maintenance, water flow management, erosion control, waste transportation to segregation site, and site-level preparedness to reduce climate-related risks.
- Support **reforestation, plantation, and nature-based solution activities**, including site preparation, survival assessment, sapling plantation, gap filling, watering, mulching, weeding, and pest control.
- Monitor reforestation care and maintenance activities to ensure healthy growth, survival, and protection of planted trees.
- Promote the use of **locally available, eco-friendly materials and techniques** to ensure sustainability and community ownership.
- Coordinate community participation and CFW labor support during implementation to ensure quality, safety, and timely completion of activities.

Community Mobilization, Engagement & Capacity Building (15% of Time)

- Mobilize camp and host community members to actively participate in NRM, climate resilience, reforestation, and flood mitigation activities.
- Conduct awareness sessions on environmental sustainability, climate change adaptation, waste management, water conservation, and disaster risk reduction.
- Organize and facilitate community meetings, FGDs, trainings, and workshops, including orientations on CFW rules and payment systems.
- Ensure inclusive participation of women, youth, and vulnerable groups in all activities.
- Identify and engage community leaders, volunteers, and caretaking groups to support plantation protection and infrastructure upkeep.
- Incorporate community feedback into activity planning and implementation.

Field Monitoring, Data Collection & CFW Support (20% of Time)

- Conduct regular field visits to monitor climate-resilient infrastructure works, flood control measures, and reforestation care activities.
- Track participant attendance, work quality, and progress of CFW-supported activities.
- Collect data on environmental conditions, plantation survival and mortality rates, community needs, and implementation challenges.
- Support site mapping, participant profiling, and needs-based targeting for effective field implementation.
- Document community feedback, issues, and lessons learned for management follow-up.

Coordination and Stakeholder Collaboration (10% of Time)

- Coordinate with local authorities, Union Parishad representatives, site management, NGOs/INGOs, UN agencies, and relevant sector partners (WASH, DRR, Protection).
- Maintain strong communication with community leaders, teachers, Imams, and local institutions.
- Represent project activities in coordination meetings and act as a liaison between communities and project management.

Reporting, Documentation & Emergency Support (15% of Time)

- Maintain accurate daily, weekly, and monthly records of field activities, attendance, infrastructure works, and reforestation progress.
- Prepare concise reports highlighting achievements, challenges, incidents, and community feedback, supported by photos and field data.
- Ensure proper documentation of materials distribution and logistics related to plantation and infrastructure activities.
- Support community mobilization and response during emergencies such as floods, landslides, fire incidents, or extreme weather events, promoting community-based resilience.

Relationships

The incumbent will report to the **Construction Supervisor**.

Required Educational Qualifications and Experiences

- Bachelor's degree or Diploma in Civil Engineering (preferred); or a bachelor's degree in environmental science, Social Sciences, Agriculture, Community Development, or a related field.
- Minimum 2-3 years of experience in community mobilization, community development, or environmental programs, preferably in Rohingya or Humanitarian contexts.
- Experience in facilitating training, awareness campaigns, and community engagement activities is highly desirable.
- Prior involvement in natural resource management, nature-based solution activities, disaster risk reduction.

Required Technical Competencies

- Basic communication skills in English and Bengali with the ability to explain technical concepts simply. Strong facilitation skills for FGDs, training, workshops, and community meetings.
- Problem-solving and negotiation skills; ability to work in team-based and multi-stakeholder environments.
- Gender sensitivity and experience working with women, youth, and persons with disabilities.
- Basic proficiency in MS Word, Excel, PowerPoint, and field data collection tools (e.g., Kobo).

Application instructions

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

- The last date of application is **24 January 2026**. Due to emergency, recruitment will be on rolling. 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.