

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

## Field Assistant

*(Internal Vacancy Announcement)*

Project Name	:	Green Skills Development (WFP funded project)
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 such as mobile & internet allowance, group life insurance and medical insurance only

### Job Summary:

This position is responsible for the WFP funded Green Skills project implementation in the field level. Main responsibilities of this position are project participants selection, conduct training, field-level activity supervision, attendance tracking using MODA, provide day-to-day information, increase awareness of the participants about their entitlements and mobilize them to support the project activities. Especially facilitates trainings and mentoring for homestead vegetable gardening.

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

#### Ensure HG, Aquaculture, Mushroom activity implementation in the camps (80% of Time)

- Take lead in programme intervention in the camp level according to the project works plan.
- Facilitate participants selection process in the camps
- Facilitate project intervention's implementation, planning and monitoring in the camps.
- Perform mentorship actions while contributing to establish good habits which might help in social cohesion.
- Assist PO and Life-skills trainers to develop life skills training curriculum based on UNICEF's guidelines.
- Facilitate HG, aquaculture, mushroom participants selection process in the camps
- Facilitate project intervention implementation, planning and monitoring in the camps,
- In the relevant camp, homestead gardening, fish culture, and mushroom cultivation must be carried out simultaneously.
- Develop the details participants engagement plan in line with project works plan and execution following the quality standard.
- Follow up on homestead vegetable gardening, Aquaculture, mushroom keep attendance in MODA and provide suggestions,
- Have to gather of Clear conception about fish culture & mushroom production,
- Door-to-door visits and monitoring in camps
- Inform and support CBT and finance for actual attendance for the project participants etc.
- Provide on the spot support in the field as of need

- Attend training courses, meetings, and workshops to update knowledge and skills as assigned and disseminate new knowledge/ information/lessons learnt
- Ensure regular attendance with MODA and manually.
- Assist associate MIS and MEAL Officer while maintaining participants database and regular information.
- Any others task assigns by the project management.
- Ensuring the proper and equitable distribution of all agricultural produced commodity, including fish, pond dike vegetables, and harvested mushrooms, to everyone at the appropriate time.
- Informing the line manager about the list of all required inputs based on the demands of aquaculture cultivation.

### **Reporting and documentation (20% of Time)**

- She/He will be reportable to Coordinator -Agriculture & Aquaculture.
- While working at the field level, constant communication and coordination with associate officers must be maintained.
- Ensure daily and weekly reporting as per the project needs.
- Consolidate field data, good examples and lessons learnt.
- Maintain and compile updates and reporting according to the prescribed template for M&E and donor.
- Providing assistance in creating documentation, including photographs, case studies, and other records for aquaculture and mushroom cultivation activities.

### **Relationships**

The incumbent will report to the **Senior Officer- Agriculture & Aquaculture**.

### **Required Educational Qualifications and Experiences**

- Diploma in Agriculture/ Graduate in any subject.
- Minimum 2/3 years of work experience in a developmental organization.

### **Required Technical Competencies**

- Experience in NGO humanitarian project implementation in Rohingya response.
- Excellent facilitation skills.
- Familiar with Rohingya and Local dialect.
- Working knowledge of written and spoken Bengali and English.
- Ability to work independently and foster a team spirit.
- Ability to work under pressure and tight deadlines.
- Skills in report writing, documentation.

Gender sensitive and familiar with humanitarian principles, Human Rights Based Approach.

Good knowledge of using internet and software packages (i.e., MS Office, etc).

### **Application instructions**

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

- The last date of application is **20 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.