

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:

GBV Caseworker

Project	:	Gender-Based Violence (GBV) Project, Funded by UNHCR
Location of posting	:	Ukhiya/Teknaf
Type of contract	:	Fixed term contract
No. of Position	:	03 (Three)
Duration of Contract	:	Up to 31 December 2024 (if not extended)
Salary and benefits	:	Monthly Gross Salary will be BDT. 43,918 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Context

As a GBV Caseworker, you will be responsible to provide standard and ethical GBV case management response to GBV survivor, arrange confidential filing system and regularly update case management data system. You will also provide technical support to case management volunteers to build their capacity as para case workers.

Key responsibilities include (not limited to):

GBV case response

- Ensure informed consent, receive cases, classify and register.
- Conduct initial assessment, ensure immediate safety of survivor and arrange the services with respect to individual dignity and confidentiality.
- Uphold the survivor centered approach and GBV guiding principles.
- Appropriated and ethical referral of survivor to different service providers.
- Arrange case conference for survivors where required.

Maintain confidential of case filing system

- Ensure all cases information be kept in highest confidential.
- Uphold information sharing protocol (ISP) for case management data.
- Maintain all cases filing in locked cabinet system.
- Ensure regular data input in Primero/GBVIMS+ system.
- Ensure collaborative plan for regular case management supervision and coaching process with GBV case management supervisor.
- Provide technical support to case management volunteers to build their capacity as para caseworkers.
- Support awareness raising campaign on GBV social mobilization and other event celebration within protection program if required.
- Aware of updated GBV referral pathway and maintain necessary coordination with other service providers to ensure timely and appropriate service for GBV survivors.

Monitoring, assessment and evaluation

<https://actionaidbd.org/>

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- Support RI monitoring, assessment and evaluation activities which including KII, survey, FGD etc.
- Support camp safety audit.

Reporting

- Provide bi-weekly, monthly and other periodical reports to GBV case management supervisors as required.
- Ensure monthly data input on GBVIMS.
- Support with necessary information as requirement from supervisor and manager which not breach the data information management principle.
- Coordinate with protection program colleagues and other RI program, HR, finance and operation.
- Represent RI in meeting in camp level coordination meetings as requirement by supervisor or manager.
- Any other responsibilities as requested by supervisor.

Required Educational Qualification and Experience

Education & Training:

- Bachelor of Social Science (BSS) in social work, social studies, psychology counselling Professional diploma/ University degree in social work, social studies, psychology/child's psychology, counseling or any other related discipline

Experience:

- Minimum 02 years' experience in the field of child protection / protection/ GBV/ social work / case management.
- Basic IT knowledge (Microsoft Office, Internet, excel) are mandatory.
- Knowledge of GBV protection systems in Bangladesh/ Excellent knowledge of protection issues and best practices (Protection and GBV) / Previous experience in dealing with complex protection cases is highly desirable.
- Skills Required: Adolescent Engagement, Camp Coordination, Protection, COMPUTER OFFICE MANAGEMENT, Gender development, Reporting, reporting and maintaining confidentiality, strategic thinking and planning skills, Strong analytical, Training Facilitation
- The applicants should have experience in the following area(s): Adolescent Engagement, Camp Coordination, Case Management, Child Protection, Community Engagement, Counseling, Gender development, protection related project, Training Facilitation, Youth Interventions
- Demonstrated experience and commitment to working with marginalized communities.
- Experience in GBV protection in protracted crisis / early recovery a significant advantage
- Experience working in Rohingya camps is a significant advantage.
- Upholds humanitarian values and principles.

Required Competencies

- Fluency in English and Bangla (written and spoken).
- Fluent in Chittagong and Rohingya dialect, good mastery of English
- Ability to work under extreme pressure and meeting deadlines.
- Team player with strong experience in multi-cultural and multi-ethnic environments.

Relationships

- S/he will report to GBV Case Management Supervisor. 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 **26 February 2024**
- Please [click here](#) to submit your application. (ActionAid only received applications through this online recruitment module)

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