

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

## **Young Professionals**

Project Name	:	Inclusive Services and Opportunities (ISO) for Human Capital Development and Livelihood, funded by UNFPA
Location of Posting	:	Cox's Bazar and Dhaka
Number of Position	:	02 (Two)
Duration of Contract	:	Fixed-term contract up to 31 December 2026 (renewable depending on funding availability and performance).
Salary and benefits	:	Monthly Consolidated Salary BDT. 25,000 with other benefits mobile & internet allowance, group life insurance only

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

#### **Support to GBV Response and Capacity Building (30% of Time)**

- Provide technical and administrative support to the GBV Response Expert in implementing capacity-building initiatives.
- Assist in organizing training, workshops, and learning sessions related to GBV response and survivor-centered services.
- Support preparation of training materials, participant lists, and activity documentation.
- Assist in coordinating capacity-building activities with One Stop Crisis Centers and related facilities.
- Support logistics and coordination for field visits and training activities.

#### **Research and Documentation (30% of Time)**

- Assist in data collection, documentation, and basic research related to GBV response services.
- Support preparation of reports, briefs, and learning notes on GBV response, OCC services, and capacity-building initiatives.
- Compile and organize training outputs, attendance sheets, feedback forms, and relevant documentation.
- Support documentation of good practices, lessons learned, and field insights.

#### **Monitoring, Reporting, and Coordination (30% of Time)**

- Assist in tracking the progress of ongoing activities, including training and field-level support initiatives.

- Support preparation of regular activity reports and progress updates.
- Assist in maintaining records, trackers, and documentation systems.
- Coordinate follow-up actions with relevant stakeholders under the guidance of the supervisor.

## Team and Operational Support (10% of Time)

- Provide day-to-day coordination support to ensure smooth functioning of project activities.
- Assist in organizing meetings, coordination and internal discussion. , .
- Support the development and maintenance of internal tools, trackers, and documents to enhance team efficiency.

## Relationships

The Young Professionals to **the MHPSS Officer**.

## Required Educational Qualifications and Experiences

- Candidates with at least 1 year of relevant experience are encouraged to apply.
- Basic understanding of GBV, MHPSS, case management, or health systems is an advantage.

## Technical Skills

- Strong communication, coordination, and interpersonal skills.
- Willingness and ability to travel frequently to OCCs.
- Good documentation and reporting skills in English and Bangla.
- Ability to work in a team and manage multiple tasks under supervision.

## Application instructions

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

- The last date of application is **23 March 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.

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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.