

ActionAid is a global movement of people working together to achieve greater human rights for all and defeat poverty.

**act:onaid**

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

## **Officer - Environmental and Social Safeguarding**

Project	: WFP funded Project
Location of posting	: Cox's Bazar
Type of contract	: Fixed term contract
Duration of Contract	: Up to 31 January 2026 (if not extended)
Salary and benefits	: Monthly Gross Salary BDT. 79,561 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

### **Job Summary**

The Officer - Environment and Safeguarding will play a key role in ensuring the restoration of the natural resource base and supporting climate-resilient local food production in alignment with the WFP Cox's Bazar Resilience Programme 2025 through assisting in the implementation of Natural Resource Management (NRM), Green skills development in refugee camps, and Nurturing of youth in camp. The incumbent will lead environmental screening, safeguard compliance, capacity-building initiatives, coordination, communication, and documentation of project activities within Rohingya refugee camps.

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

#### **Environmental and Safeguarding Screening & Guiding Team (40% of time)**

- Conduct environmental and safeguarding assessments to identify potential risks and mitigation strategies for project activities.
- Ensure all interventions align with environmental sustainability and safeguarding standards.
- Guide project teams on environmental sustainability, ecological restoration, and climate adaptation strategies.
- Develop and implement community-based environmental safeguarding measures, including awareness campaigns.
- Ensure gender-sensitive and inclusive approaches in environmental and safeguarding interventions.

#### **Capacity Development Initiatives: (20% of time)**

- Develop and facilitate training sessions on environmental management, safeguarding policies, and climate resilience to project colleagues and volunteers.
- Strengthen the capacity of project staff and community members in sustainable natural resource management (NRM).
- Provide technical support to enhance green skills among targeted beneficiaries, particularly women and youth.

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- Build community awareness on environmental conservation and food security through participatory approaches.

## **Coordination and Communication: (20% of time)**

- Liaise with internal and external stakeholders, including WFP, government agencies, and local and international NGOs.
- Collaborate with camp authorities, community leaders, and partner organizations to ensure smooth project implementation.
- Represent ActionAid Bangladesh in sectoral coordination meetings related to environment, food security, and safeguarding.
- Ensure timely communication and knowledge-sharing on best practices in environmental and safeguarding initiatives.

## **Reporting and Documentation: (20% of time)**

- Prepare periodic reports on environmental and safeguarding compliance, challenges, and recommendations.
- Document lessons learned and best practices to improve program effectiveness.
- Maintain accurate records of environmental and safeguarding screenings, training, and capacity-building initiatives.
- Contribute to donor reports, project evaluations, and impact assessments.

## **Required Educational Qualification and Experience**

### **Experience & Training:**

- Minimum of 2-3 years of experience in environment, safeguarding, or resilience-building projects, preferably in humanitarian settings.

### **Education:**

- Bachelor's degree in Environmental Science, Natural Resource Management, Social Science, or a related field.

## **Required Competencies**

- Experience in capacity building, training facilitation, and community engagement.
- Excellent coordination, communication, and reporting skills.
- Ability to work independently and as part of a team with a proactive approach.

## **Technical Skills**

- Strong knowledge of environmental sustainability, climate adaptation, and safeguarding principles.
- Ability to work effectively in a multi-cultural and challenging field environment.
- Proficiency in Bangla and English; knowledge of Rohingya or Chittagonian dialect is an advantage.

## Relationships

- S/he will report to the Project Managers. 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 **16 February 2025**
- Please [click here](#) to submit your application. (ActionAid only received applications through this online recruitment module)

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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.*