

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:

Safe House Assistant

(Only female is encouraged to apply)

Project	: Sustainable Solutions and Protection for the Rohingya Refugee Community in Camps, Funded by UNHCR
Location of posting	: Ukhiya, Cox's Bazar
Number of positions	: 01
Type of contract	: Fixed term contract
Duration of Contract	: Up to 31 December 2026 (if not extended)
Salary and benefits	: Monthly Gross Salary BDT. 46,567 with other admissible benefits such as medical benefit, mobile & internet allowance and group life insurance etc

Job Context

The Safe house assistant will assume the duty of supervising the AAB Safe house premises at the designated location with professionalism and a strong focus on resident satisfaction. This role involves assessing the performance of the building, ensuring that all activities and services cater to the needs of safe house residents. Furthermore, the Assistant will offer technical assistance to the AAB Safe house team in managing overall operations. Creating a secure and welcoming environment across all AAB Safe house office and residential buildings is also a key aspect of the role.

Key responsibilities include (not limited to)

Safe house Management (75%)

1. Oversee the day-to-day operation of the AAB Safe house, including maintenance, supplies, and logistic support, with a professional and resident-focused approach.
2. Assist the Safe house Coordinator in ensuring proper staff management, including preparing monthly duty rosters and monitoring shifts to ensure the Safe house operates 24/7.
3. Provide active and sensitive support during emergencies as directed by the Safe house Coordinator.
4. Ensure accurate registration, discharge processes, maintenance of case files, necessary documentation, and a functioning client feedback mechanism.
5. Organize and facilitate daily activities for residents, considering their age, gender, and cultural sensitivities.
6. Manage food supplies, ensure timely stock management, and maintain accurate consumption records.
7. Support procurement processes and ensure timely acquisition of necessary items for the Safe house.
8. Update the inventory and asset tracker monthly in coordination with the Safe house Coordinator.
9. Assist in preparing and maintaining individual client care plans, organizing regular client meetings, and keeping the team updated.

10. Work with the Associate officer – Safe house Coordination to ensure all residents' physical and mental needs are met.
11. Facilitate mutual communication and ensure adherence to AAB building procedures and policies.
12. Ensure compliance with recognized international best practices, AAB key policies, and safeguarding policies.
13. Promote and embed Feminist Leadership Principles and Anti-Racism practices across all activities within the Safe house.

Staff Management (10%)

1. Supervise and closely monitor the activities of Safe house support staff, including cooks, cleaners, drivers, and security guards.
2. Assign responsibilities to staff members and conduct regular monitoring and follow-ups.
3. Develop capacity-building plans for supervisees and facilitate relevant training sessions.

Work Plan and Reporting (5%)

1. Develop monthly work plans and assist the Safe house Coordinator in preparing reports.
2. Compile all relevant documentation related to Safe house activities and submit them to the supervisor for reporting purposes.

Embedding Feminist Leadership Principles and Anti-Racism Practices (10%)

1. Act as a role model by embodying Feminist Leadership Principles in daily work and team interactions.
2. Foster team awareness and create a supportive environment for adopting these principles.
3. Actively promote anti-racism practices, ensuring personal and team actions reflect this commitment.

Relationships

The Safe House Assistant will report to Associate officer – Safe house Coordination.

Required Educational Qualification and Experience

- Bachelor's degree or master's degree in any relevant discipline.
- Minimum 1-2 years of working experience in the sector of providing care or service to patient/resident is appreciated. Experience in admin, management (Safe House/hotel/hospital) will be added value.
- Prior experience in GBV protection during protracted crises or early recovery is a significant advantage.
- Experience working in Rohingya camps is an advantage.

Technical Skill:

- Skills in adolescent engagement, camp coordination, protection, gender development, and training facilitation.
- Proficient in computer office management, reporting, and maintaining confidentiality.
- Strategic thinking, analytical ability, and planning skills.
- Demonstrated experience and commitment to working with marginalized communities.
- Strong verbal and written communication skills, including fluency in English, Chittagong, and Rohingya dialects.
- Upholds humanitarian values and principles.

Application instructions

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

- Last date of application is **28 April 2026**
- Please [click here](#) to submit your application.

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