

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

Distribution Facilitator

Project	: LPG and NFI Distribution & Assistance to Rohingya Refugees, Funded by UNHCR
Location of posting	: Teknaf
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. 39,462 with other admissible benefits such as mobile & internet allowance, group life insurance etc

Job Summary

The Distribution Facilitator will provide operational support to the Distribution Team in planning, coordinating, and implementing LPG and Non-Food Item (NFI) distribution activities across assigned camps under the Rohingya refugee response. The role assists in ensuring efficient distribution operations, inventory flow, warehouse coordination, and field-level stakeholder engagement. The post will support the supervision of distribution teams and volunteers to ensure safe, accountable, and timely delivery of assistance while maintaining quality service standards at distribution points. This position is critical in supporting accurate documentation, beneficiary management, crowd control, and smooth integration of logistics and distribution management functions.

Key responsibilities include (not limited to):

Distribution Support & Field Operations: (60% of Time)

- Assist in organizing and facilitating regular LPG and NFI distribution activities, ensuring timely and accountable delivery to beneficiaries.
- Support distribution planning in coordination with the Officer- Distribution Management, UNHCR, CiC office, Supply, and site management teams.
- Assist in setting up and operating distribution points, including crowd management, queue control, security arrangements, and basic grievance documentation.
- Monitor and support distribution processes to ensure fair, transparent, and protection-sensitive service delivery under the supervision of the coordinator.
- Assist in physical setup, maintenance, and safety checks at distribution points and warehouses.

Coordination & Data Support: (15% of time)

- Assist warehouse/logistics teams in ensuring proper issuance, loading, and dispatch of distribution materials with support in documentation (stock cards, delivery notes, distribution records).

- Support communication with UNHCR field teams regarding distribution modalities, beneficiary verification, and operational challenges.
- Support liaison with Camp administration for activity notifications and support requirements.
- Assist Site Management teams in camp-level operations as required.

Reporting & Documentation: (15% of time)

- Assist in collection and compilation of distribution data and field records for reporting through ActivityInfo and post-distribution reports.
- Maintain daily records of transactions, stock movement, attendance of volunteers/staff, and support in field documentation.
- Assist in distribution of IEC materials and awareness messages for LPG/NFI usage.
- Support organizing awareness sessions on safe LPG handling and proper use of distributed NFIs.

Team Support & Operational Assistance: (10% of time)

- Assist the team in supervising Distribution Operatives, volunteers, and casual laborers.
- Support adherence to safety protocols, fire prevention measures, and equipment functionality at distribution points.
- Provide operational support such as vehicle scheduling, generator operation, crowd safety coordination, and asset handling.
- Assist in identifying training needs for volunteer teams and support capacity-building activities.

Required Educational Qualification and Experience

Education & Training:

- Bachelor's degree in a relevant field.

Experience:

- Minimum 1–2 years of experience in distribution, warehousing, logistics, or community engagement in humanitarian operations.
- Proficiency in MS Office (Word, Excel), data entry, and basic digital tools.
- Good written and verbal communication skills in English and Bangla.

Required Competencies

- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and data collection tools like Kobo, Google Sheet/form.
- Ability to work in field conditions, with regular visits to remote and challenging locations.
- Strong organizational and time management skills, with the ability to handle multiple tasks simultaneously.

Technical Skills

- Basic communication skills in both English and Bengali, with the ability to explain technical concepts in an accessible manner.

- Facilitation skills for conducting group discussions (FGD), workshops, and community meetings.
- Problem-solving and negotiation skills to address community concerns and ensure participation in project activities.
- Ability to work in a team-oriented environment and collaborate with diverse stakeholders.
- Knowledge of gender sensitivity and experience working with marginalized groups, particularly women, youth, and persons with disabilities.

Relationships

- S/he will report to the coordinator – Camp Management and NFI

Application instructions

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

- Last date of application is **29 August 2026**
- 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.