

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

Associate Project Officer - AGAMIR Project

Department	:	Programme, Policy & Campaigns
Strategic Priority	:	Humanitarian Programme (HP)
Project Name	:	Anticipatory Gender-justice Action Mobilising Inclusive Resilience (AGAMIR)
Location of posting	:	Dhaka (with extensive field visit)
Types of contract	:	Contractual, 01 December 2026 to 30 September 2029
Number of position	:	1 (One)
Salary and benefits	:	Monthly Gross Salary will be BDT. 63,310 with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance, mobile & internet allowance etc, as per HROD Policy.

Job Summary:

The Associate Project Officer (APO) will support the implementation of the Anticipatory Gender-Justice Action Mobilising Inclusive Resilience (AGAMIR) project, ensuring compliance with AAB and donor requirements. She/he supports the implementation of the AGAMIR project at the local level by closely coordinating with the local implementation partners and adhering to the local women's groups. The position's core task will be to implement the Anticipatory Actions (AA) for cyclones and floods, followed by the National Early Action Protocol (NEAP) and Protection, Gender and Inclusion (PGI) tools in the sub-districts of Pakua in Cox's Bazar District and Dewanganj in Jamalpur District. She/he will coordinate with local partners, provide technical support to them on the AA framework, build the capacity of local women's groups, advocate for preparing their risk reduction action plan, execute the local risk reduction action plan at the field level, and document good practices. S/he should be a competent networker, facilitator, and co-creator of organising, movement building, and creative activism. S/He will help the partner organisation implement thematic advocacy and campaign plans. The position holder provides the project manager with operational and strategic support for national and

international advocacy, survey and event management, and other management responsibilities. This job requires extensive fieldwork.

Key responsibilities include (not limited to):

1. Project Implementation and Field Coordination (40%)

- Support planning, implementation, and monitoring of community-based programmes on the Anticipatory Action (AA) framework for cyclones and floods, followed by the National Early Action Protocol (NEAP), gender equality, Disaster Risk Reduction (DRR), Gender-Based Violence in Emergencies (GBViE), and governance.
- Coordinate with local partners, WYLERGs, community stakeholders, and volunteers for smooth implementation of activities.
- Support field mobilization, community meetings, FGDs, surveys, and basic assessments.
- Assist in logistics, documentation, and follow-up of field activities and pilots.
- Maintain regular communication with field focal points and local stakeholders.
- Coordinate with cross-cutting thematic and functional teams to support project delivery.

2. Capacity Building and Training Support (10%)

- Assist in organizing and facilitating training, workshops, and orientations on the Anticipatory Action (AA) framework, PGI tool, DRR, humanitarian support, GBViE, advocacy, and accountability.
- Prepare training materials, attendance sheets, reports, and follow-up action lists.
- Support partners in using participatory tools, creating basic documentation, and engaging in learning processes.

3. Partnership and Local Engagement (20%)

- Support coordination and management of local partners, networks, and alliances.
- Assist partners in implementing activities aligned with a Human Rights-Based Approach (HRBA).
- Support coordination with government officials, local authorities, and other stakeholders during project activities.

4. Advocacy, Campaign and Mobilization (10%)

- Support community dialogues, women's engagement initiatives, advocacy campaigns, and awareness-raising events.
- Assist in organizing visits from officials, donors, and consortium partners.
- Support digital and offline mobilisation efforts, including campaigns and community events.
- Share community feedback and learning with the Programme Officer and project team.

5. Reporting and Documentation (20%)

- Collect and compile field data, case stories, success stories, photos, and meeting minutes.
- Assist in updating MEAL tools, trackers, and basic monitoring databases.
- Support preparation of monthly updates, donor reports, and internal documentation.
- Coordinate with communication teams to support the dissemination of project information.

Relationships

The person holding this position will report directly to the Project Manager/Coordinator, AGAMIR. S/he will engage with and support other strategic priorities and support units as required.

Required Educational Qualification and Experiences

Education

- Master's degree in Disaster Science, Disaster Management, Development Studies, Social Science, Gender Studies, or a related field.

Experience

- Minimum 2 years of relevant experience in Anticipatory Action (AA) project implementation, community development, and partnership management.
- Basic understanding of gender equality, Gender-Based Violence in Emergencies (GBViE), Human Rights-Based Approach (HRBA), Disaster Risk Reduction (DRR), and advocacy and campaigns.
- Willingness and ability to travel extensively to field locations.

Technical Skills

- Strong documentation and reporting skills in Bangla and English.
- Basic analytical ability to summarize field findings and monitoring data.
- Proficiency in MS Word, Excel (data entry, basic analysis), and PowerPoint.
- Familiarity with digital tools, including Google Forms, Google Sheets, online collaboration platforms, and AI applications.
- Good communication and interpersonal skills.
- Ability to apply participatory methods and tools in community work.
- Strong organizational skills and ability to manage multiple tasks and deadlines.

Expected Contributions

- Effective coordination between communities, Local partners, and the project team.
- Increased participation of women in program activities.
- Improved quality of field documentation, reporting, and monitoring data.
- Strengthened the functioning and engagement of grassroots women groups.

Application instructions

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

- The last date of application is **17 October 2026**
- Please [Click Here](#) to submit your application.

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.

NB: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from job applicants should be regarded as fraudulent.