

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

Shelter Engineer

Project Name	:	Life-saving Shelter Assistance for Vulnerable Rohingya Households in Cox` s Bazar, Bangladesh
Location of Posting	:	Cox's Bazar Sadar
Number of positions	:	01
Type of contract	:	Fixed term contract
Duration of Contract	:	Up to 14 April 2027 (if not extended)
Salary and benefits	:	Monthly Gross Salary BDT. 153,722 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary:

The Shelter Engineer will lead the overall management, coordination, and implementation of the Shelter Project, ensuring timely achievement of project targets within the approved budget. The position will coordinate with AAB Management, Consortium Lead, donor, RRRC, CiC, government authorities, sector actors, and partners, while overseeing approvals, staff supervision, financial and logistical management, monitoring, reporting, compliance, and donor communication in line with approved project and organisational requirements.

Key responsibilities include (not limited to):

Project Management and Implementation: (30% of time)

- Provide overall leadership and management of the Shelter Project and ensure timely and quality implementation of all project activities in line with the approved project proposal, workplan, targets, budget, and implementation schedule.
- Lead project planning, activity scheduling, target setting, resource planning, and regular progress tracking to ensure achievement of project objectives and deliverables.
- Develop, review, and update project workplans, implementation plans, activity schedules, and project monitoring tools as required.
- Monitor project progress against approved targets, identify implementation gaps, risks, and delays, and ensure timely corrective actions.
- Ensure that project activities are implemented in accordance with approved technical standards, humanitarian principles, donor requirements, AAB policies, and relevant government and sector guidelines.

- Conduct regular field visits to monitor the progress and quality of project activities and provide timely guidance to the project team.
- Ensure effective coordination among project components and maintain a clear overview of overall project progress, challenges, and priorities.

Stakeholder Coordination: (20% of time)

- Lead coordination with AAB Management, Consortium Lead, donor agency, government authorities, RRRC, CiC, Shelter Cluster, partners, and other relevant stakeholders to ensure effective and coordinated project implementation.
- Maintain regular communication with the Consortium Lead and donor agency regarding project progress, implementation challenges, achievements, risks, and required actions.
- Represent AAB and the Shelter Project in relevant coordination meetings, technical discussions, stakeholder consultations, and other forums as assigned.
- Coordinate with relevant sector actors and partners to ensure complementarity of interventions and avoid duplication of activities.
- Facilitate effective communication and information flow between the project team, AAB Management, Consortium Lead, donor, government authorities, and other relevant stakeholders.
- Follow up on decisions, commitments, and action points from coordination meetings and ensure timely completion.

Staff Supervision and Team Management: (20% of time)

- Provide overall supervision, leadership, and guidance to project staff and ensure clear understanding of roles, responsibilities, targets, and expected deliverables.
- Allocate responsibilities and resources among project team members according to project priorities and implementation requirements.
- Conduct regular team meetings to review progress, identify challenges, and agree on follow-up actions.
- Monitor staff performance and provide coaching, mentoring, and technical and managerial guidance as required.
- Support capacity building and professional development of project staff.
- Promote teamwork, accountability, safeguarding, PSEA, protection, gender, inclusion, and respectful workplace practices within the project team.

Financial and Logistical Management: (10% of time)

- Oversee project budget utilisation and ensure effective and efficient use of project resources in accordance with approved budgets and organisational and donor requirements.
- Monitor project expenditure against approved budget lines, identify variances, and take timely corrective actions in coordination with Finance and AAB Management.
- Coordinate with Finance to support budget forecasting, expenditure tracking, financial reporting, budget revisions, and other financial management requirements.
- Ensure timely planning and coordination of procurement, logistics, transportation, materials, equipment, and other operational requirements necessary for project implementation.
- Coordinate with Procurement, Logistics, Finance, Administration, HR, and other relevant AAB departments to ensure timely provision of project support.

- Ensure proper documentation and compliance of project expenditure, procurement, logistics, and other operational transactions.
- Ensure project resources and materials are available in a timely manner to avoid delays in implementation

Monitoring, Reporting and Communication: (20% of time)

- Ensure timely preparation and submission of project progress reports, donor reports, situation updates, and other required reports in accordance with agreed reporting schedules.
- Consolidate programme, financial, operational, and monitoring information from project teams and relevant AAB departments to prepare accurate and comprehensive reports.
- Maintain regular communication with the donor agency and Consortium Lead on project progress, achievements, challenges, risks, and required follow-up.
- Ensure project targets, indicators, activities, and deliverables are properly tracked and supported by appropriate documentation and evidence.
- Prepare project presentations, briefing notes, success stories, case studies, and other communication materials as required.
- Document lessons learned, good practices, challenges, and recommendations and share them with AAB Management, Consortium Lead, and relevant stakeholders.
- Support project review meetings, monitoring exercises, evaluations, and other learning processes as required.

Relationships

The Project Engineer will directly report to Lead - Rohingya Response Programme.

Required Educational Qualifications and Experiences

- Bachelor's or master's degree in civil engineering or a related discipline.
- Minimum 5 years of relevant professional experience, preferably with demonstrated experience in project management, shelter, humanitarian response, development, or related programmes.
- Experience in managing donor-funded projects, including project planning, implementation, monitoring, budgeting, reporting, and compliance.
- Experience working with government authorities, donors, consortium partners, UN agencies, NGOs, and other relevant stakeholders.
- Experience in the humanitarian response, preferably in the Rohingya refugee response or similar complex operational context.
- Experience in staff supervision, financial and logistical management, and coordination of multi-disciplinary project teams.

Technical Skills

- Strong knowledge and practical experience in project planning, implementation, monitoring, and reporting.
- Good understanding of budget management, financial monitoring, procurement, and logistical coordination.
- Experience in donor reporting and compliance requirements.
- Experience using MS Office applications, particularly Word, Excel, and PowerPoint.

- Ability to develop and maintain project trackers, workplans, budgets, monitoring tools, and reporting systems.
- Good understanding of humanitarian coordination structures and relevant shelter/humanitarian standards.
- Excellent written and spoken English. Knowledge of Bangla and/or Rohingya language will be an advantage.

Application instructions

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

- The last date of application is **11 October 2026**. Due to emergency, recruitment will be on rolling basis. The interested candidates are requested to apply early before deadline.
- 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.

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.