

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:

Associate Officer - Programme Support & CBT

Project	:	Homestead Gardening, Funded by WFP
Location of posting	:	Ukhiya/Teknaf, Cox's bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 31 December 2023 (if not extended)
Number of Position	:	10
Salary and benefits	:	Monthly Gross Salary with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary

Associate Officer - Programme support & CBT will be responsible maintaining liaison with the camp administration, sectors, coordination with CiC office, activity monitoring, training monitoring and supervision. One of the main responsibilities will be the cash distribution of WFP funded homestead vegetable gardening project. He/she also responsible for the record document and others related to the cash transfer in coordination with Project Manager and Finance Officers. She/He needs to move to the camp and field offices regularly.

Key responsibilities include (not limited to)

Cash Distribution

- Maintenance of all Cash based payment in camp level from the project.
- Preparation of muster roll and coordination with field level daily attendance
- Responsible for overall financial transactions in conformity with a) the organization's Policies, Procedures, Manuals and practices and b) relevant donor requirements.
- Ensure all CFW/CBT related documents, i.e., attendance, muster roll, and report are safely and securely stored in Cox's Bazar office in coordination with Officer-Finance.
- Ensure govt. policy/revenue of cash payment maintained properly.
- Prepare monthly CBT report to the project management with all supporting under supervision of line manager.
- Collect all supporting documentations to field team to clear advances in a timely manner.
- Verify documentations and distribute cash at the camp level.
- Assist Finance Officer to prepare books of accounts, voucher management, entry transactions into system and financial reports.
- Provide any other support assign by line manager.

Programme Support

- Lead to prepare micro plan and implementation of project activity in the camp level.
- Assist and technical support to Field Assistant for conducting training, prepare training report and others task.
- Monitoring and Supervision of training.
- Lead to coordinate to the input support distribution.

Relationship and coordination

- Maintain functional relationship with his/her peers in team, priority, project management team.
- Communicate with other teams and units, both programme and functions of AAB.
- Liaison with government wings and stakeholders, communication with CIC for smooth project operation.

Relationships

The Associate Officer - Programme Support & CBT will report to the Project Manager.

Required Educational Qualification and Experience

- Graduation (finance/management, accounting preferable).
- At least 2 years working experience. The applicants should have experience in CFW payment.

Technical Skills

- Good communication skills and have experience in working with community people.
- Computer literacy in Microsoft Office, Microsoft Excel.
- Strong interpersonal skills.

Application instructions

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

- Last date of application is **Friday, 27 January 2023**. *Due to emergency, recruitment will be on rolling. The interested candidates are requested to apply before deadline*
- 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