

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:

Associate Officer - Training Support

Project	:	Skills development for Self-reliance of Rohingya women and men corresponding host community -Phase II, Funded by WFP
Location of posting	:	Ukhiya/Tefnaf, Cox's bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 31 December 2023 (if not extended)
Number of Position	:	5
Salary and benefits	:	Monthly Gross Salary with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary

AAB is looking for few enthusiastic Associate Officer - Training Support. The overall objective of the position is to implement the project activity in the camps; to coordinate with CiC office staffs and other relevant actors. The incumbent will lead to centre level vocational and lifeskills training, provide technical support to the Trainers. Regular coordination with camp level stakeholders, identification of information needs of the community. The incumbent must have to conduct capacity development training for Volunteers.

Key responsibilities include (not limited to)

Key responsibility

- Overall responsible for day-to-day centre operation.
- Ensure attendance and maintain the attendance of the participation.
- Maintain different register along with stock register.
- Prepare requisition for raw materials and equipment.
- Maintain the training equipment that are used at center.
- Group formation, orientation and develop business plan.
- Facilitate to running regular training session.
- Conducting life skill training
- Distribution of support both cash and kind to programme participants
- Any other specific area of responsibilities assigned by the project management.

Reporting and Relationship

- Maintain functional relationship with his/her peers in team, priority and project management team.
- Prepare periodical report and success stories in a regular basis.

Relationships

Associate Officer - Training Support will report to Project Manager

Required Educational Qualification and Experience

- Preferably Postgraduation, at least a bachelor's degree in Social Science and any other relevant subjects from a reputed institution.
- At least 1 year working experience of Rohingya Response in NGO/INGO.

Technical Skills

- Proficiency in the local language will be an advantage.
- Good understanding and proven experience on CFRM activities
- Should have experience in CFW payment.
- Good spoken and written English language skills and the capacity to produce quality reports independently.
- Gender sensitive and familiar with humanitarian principles, Human Rights Based Approach
- Able to take decisions in a timely manner, prioritize and multi-task seamlessly.
- Ability to work under extreme pressure and meet deadlines.
- Proficient with MS office suite

Application instructions

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

- Last date of application is **Thursday, 26 January 2022**. *Due to emergency, recruitment will be on rolling. 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