

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

Officer - Training and Capacity Building

Project Name	:	Civil Society–Led Transformation Toward Gender-Responsive Climate Resilience in Coastal Bangladesh and Vietnam
Unit/Priority Name	:	Resilience and Climate Justice
Location of posting	:	Shyamnagar at Satkhira and Pekua at Cox’s Bazar)
Types of contract	:	Contractual, up to December 2028
Number of position	:	2 (Two)
Salary and benefits	:	Monthly Salary BDT. 32,148 with other admissible benefits such as festival bonus, medical insurance, group life insurance, etc.

Job Summary

The Officer - Training and Capacity Building will lead, and support community-level capacity development initiatives aimed at strengthening civil society organizations (CSOs), women- and youth-led groups, and community structures engaged in climate adaptation and disaster risk reduction (DRR). The role focuses on enhancing the knowledge, skills, and leadership of grassroots actors to participate meaningfully in democratic decision-making, promote gender-responsive climate and DRR actions, and operate as transparent, accountable, and independent civic actors. Through locally led, inclusive, and participatory approaches, the position contributes to building resilient communities and strengthening civic space in climate-vulnerable areas.

Key responsibilities include (not limited to)

Training Design and Facilitation (55%)

- Conduct participatory capacity and learning needs assessments with grassroots CSOs, women, youth, WYLERGs, Community Resilience Groups (CROs), and women- and youth-led CSOs.
- Design and facilitate context-specific training on democracy, human rights, gender equality, climate adaptation, DRR, accountability, transparency, peace, and anti-corruption.
- Organize community trainings, reflection sessions, learning forums, and exchange visits using adult learning and feminist participatory methodologies.
- Support to develop community-led action projects as outcome of the capacity development intervention on adaptation and DRR.
- Organize community action learning activities in collaboration with the Programme Officer on adaptation and DRR.

- Contextualize resource guide and training facilitation materials to promote learning to the community integrating gender-transformative, feminist, and rights-based approaches.
- Support to design community-led innovation on community-led adaptation and DRR initiatives.

Civil Society Capacity Strengthening and Local Ownership (15%)

- Strengthen organizational systems, leadership, governance, planning, and financial transparency of CSOs and community groups.
- Build women's and youth leadership, advocacy, and decision-making capacities on climate adaptation and DRR through community-led planning, implementation, monitoring, and learning processes.

Sustainability, MEAL, and Knowledge Sharing (15%)

- Capture the learning of the capacity development initiative.
- Encourage coalition-building and CSO-led Nexus approaches integrating climate adaptation, DRR, livelihoods, and social protection.
- Support participatory MEAL processes, including baseline assessments, community scorecards, feedback mechanisms, and outcome harvesting, ensuring gender-disaggregated data.
- Monitor changes in women's leadership, decision-making power, access to resources, and document accordingly.
- Document lessons learned, community innovations, good practices, and support community-led advocacy and policy engagement.
- Prepare a monitoring report of LAPA implementation and gap analysis of LAPA implementation.

Relationships

Officer - Training and Capacity Building will report to LRP Coordinator.

Required Educational Qualification and Experience

- Bachelor's degree in Social Sciences, Development Studies, Climate Change, Disaster Management, Gender Studies, or a related field
- 2–3 years of experience in community-level training, facilitation, or capacity building with CSOs, CBOs, women, and youth groups.
- Experience in climate adaptation, DRR, gender equality, or rights-based programming.

Technical Skills

- Strong facilitation, mentoring, and communication skills.
- Ability to simplify complex climate and governance concepts for community learning.
- Strong documentation and learning orientation.
- Commitment to gender equality, youth leadership, accountability, and civil society values.

Application instructions

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

- Last date of application is **18 February 2026**. *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