

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

Associate Officer – Community Center

Project Name	:	Sustainable Solutions and Protection for the Rohingya Community in Camps (CBP) Project (Supported by UNHCR)
Location of Posting	:	Based in Ukhia/Teknaf of Cox's Bazar
Types of contract	:	Fixed-term contract up to December 2026 (renewable depending on funding availability and performance).
Salary and benefits	:	Monthly Gross Salary with other admissible benefits such as mobile & internet allowance, group life insurance etc.

Job Summary:

An Associate Officer - Community Center is responsible for building capacity and supervision, preparing work plan, and mobilization at Camp level, support to implement the camp level activities to achieve the targets with quality by activity monitoring.

Facilitation of different training sessions and support Field Coordinator – CC & CFM Desk to address rules and regulations and code of conduct by the volunteers in a timely, responsible, and professional manner. Morning sessions with the volunteers/targeted participants and weekly meeting/debriefing, monthly meeting, project planning meeting, experience sharing, learning, reporting and documentation and morale-building are also one of the major responsibilities of the position.

Key responsibilities include (not limited to):

Supervision of volunteers, work with community group members, organization of work plan, and mobilization at Camp level (55% of Time)

- Support to Field Coordinator – CC & CFM Desk to supervise and guide the volunteers in their duties and activities, monitor and evaluate the volunteers' individual performance.
- Facilitate safe spaces for refugees, offering activities like, awareness sessions, cultural activities, social dialogues, day observation etc.
- Mobilize to meet diverse community needs, including indoor and outdoor games, training, library services, art clubs, girls' football teams, community-initiated theatre rehearsals, female engagement rooms, hajoni corners, breastfeeding corners, tailoring activities for women and girls, English learner groups, storytelling, handcraft groups, and social events such as marriage ceremonies, Iftar parties, cultural team practices, and ear piercing etc.
- Participate regularly in the volunteers' activities (such as disseminate information service, non-center-based activities, and awareness-raising) to deepen his/her understanding of the work of volunteers, impacts, challenges, areas for improvement.
- Facilitate Center and Non-Center based activities.
- Work in coordination with the PERU team in the camps during emergencies.

- Implementing green initiatives by adding indoor plants and planting seeds around the centers to inspire environmental care. Reuse of materials in activities will reduce waste, save costs, and promote sustainable, eco-friendly practices.
- Regular maintenance of community center house and surroundings, including drainage system, and WaSH facilities.
- Participate in focus group discussions to collect baseline data, build rapport with the community, and obtain information to implement/improve the volunteers' activities.
- Together with the Field Coordinator – CC & CFM Desk, design, coordinate, organize daily and weekly schedules of the volunteers based on the context of the camp and mobilize the volunteers' team for community engagement and related activities.
- Facilitate arranging meetings with visitors, representatives from government, local and international organizations.

Case referral and management (10% of Time)

- Assist in accurate documentation and keep timely records of cases/complaints/feedback, actions taken, outcome and case status according to the agreed format and presentation style.

Administrative support (15% of Time)

- Work under the guidance of Field Coordinator – CC & CFM Desk to implement the plan for material and logistical needs of the program.
- Provide frontline support to volunteers in relation to the distribution of material (for instance, forms, vests, stationery), administrative (i.e. issuance of ID card, attendance record keep and filing, payment of support cost, approval of sick/business leave) as per guidance of UNHCR.
- Provide support to logistical needs (arrange training venue, lunches, breaks, and other amenities) to enable volunteers to perform their work efficiently.
- Maintain stores, records, register at community center.

Recruitment and profiling (10% of Time)

- Provide regular feedback to Field Coordinator – CC & CFM Desk on the status of the volunteers and relevant changes in the volunteers' composition in the camp.
- Assist team to ensure target for AGD – age, gender, diversity representation in volunteers' team.
- Assist in maintaining a database of volunteers (date of recruitment, profiles, training attendance) in the respective location of responsibility

Weekly debriefing, experience sharing, learning, morale building, reporting (10% of Time)

- Support in maintaining communication with the volunteers on a regular basis to understand the problems and challenges they face in their work, and together with the team, identify and implement creative solutions.
- To provide daily updates and review past week's work/activities.
- Assist in identifying good practices, promote and recognize outstanding work performance or contribution from volunteers' team members.
- Report preparation and submission: Prepare weekly, monthly, quarterly, half-yearly and annual report as per office instruction and guidance.

Relationships

The incumbent will report to the Field Coordinator - Community Centre & CFM Desk.

Required Educational Qualifications and Experiences

- University degree in Social Science, Disaster Management or relevant disciplines (flexible in terms of person having working experience in Rohingya Response)
- Diploma in civil engineering can apply.
- University degree in Environmental Science will get preference.
- At least 1 year of experience in humanitarian and/or development organizations with significant experience in camp management and/or delivering emergency programs in camp setting.
- Experience in working with marginalized/vulnerable groups.

Required Technical Competencies

- Proficiency in the local language will be an advantage.
- Understanding the concepts of humanitarian codes and standards such as SPHERE, IASC Gender Guidelines, HAP etc.
- Experience working in emergency responses targeting vulnerable people
- Able to take decisions in a timely manner, prioritize and multi-task seamlessly.
- Orientation to gender sensitivity.
- Ability to work under pressure and meet deadlines.
- Team player with strong experience in multi-cultural and multi-ethnic environments
- Proficient with MS office suite, Kobo collect, SPSS.

Application instructions

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

- The last date of application is **05 September 2026**. Due to emergency, recruitment will be on rolling. 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.