

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:

## **Officer - Documentation**

Project	: WFP funded Project
Location of posting	: Cox's Bazar
Type of contract	: Fixed term contract
Duration of Contract	: Up to 31 January 2026 (if not extended)
Salary and benefits	: Monthly Gross Salary BDT. 79,561 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

### **Job Summary**

The Officer – Documentation will be responsible for capturing, organizing, and managing all project-related documentation to ensure accurate reporting, knowledge management, and learning. The position will support the implementation of three key project activities: Natural Resource Management, Green Skills Development, and Nurturing Youth in Camp under the WFP Cox's Bazar Resilience Programme 2025 implemented by ActionAid Bangladesh. The role requires strong documentation, reporting, and communication skills to track project progress, impacts, and best practices.

### **Key responsibilities include (not limited to):**

#### **Documentation & Reporting (30% of time)**

- Maintain accurate and comprehensive records of project activities, field reports, and success stories.
- Develop and update reports, presentations, case studies, and knowledge-sharing materials.
- Support the preparation of donor reports, progress reports, and internal documentation.
- Ensure all documents adhere to WFP and ActionAid's reporting guidelines and formats.

#### **Knowledge Management & Learning: (30% of time)**

- Collect, analyze, and document best practices, lessons learned, and innovations from project activities.
- Facilitate knowledge-sharing sessions, learning workshops, and community engagement events.
- Organize and maintain a well-structured digital and physical documentation system.

#### **Communications & Visibility: (20% of time)**

- Develop content for newsletters, blogs, social media, and other communication platforms to showcase project achievements.
- Collaborate with the communications team to ensure project visibility and advocacy.
- Assist in producing multimedia content such as videos, infographics, and photo stories.

## Coordination & Field Support: (20% of time)

- Work closely with field teams, beneficiaries, and stakeholders to document impact stories and testimonials.
- Support field visits, stakeholder meetings, and workshops with documentation and report writing.
- Ensure proper record-keeping and dissemination of key project documents among partners and teams.

## Required Educational Qualification and Experience

### Experience & Training:

- Minimum 2-3 years of experience in documentation, reporting, knowledge management, or communications in development projects.

### Education:

- Bachelor's degree in journalism, Development Studies, Social Sciences, Environmental Science, or related field.

## Required Competencies

- Understanding of Natural Resource Management, Green Skills Development, and Youth Empowerment.
- Ability to synthesize information and present it in an engaging and accessible manner.
- Experience in conducting interviews, developing human-interest stories, and working with vulnerable communities.
- Familiarity with WFP, UN, or INGOs reporting guidelines.
- Ability to work independently and as part of a team with a proactive approach.

## Technical Skills

- Experience working in humanitarian settings, refugee camps, or resilience programs is highly preferred.
- Strong writing, editing, and analytical skills in English and Bangla (knowledge of Rohingya language is an asset).
- Proficiency in MS Office (Word, Excel, PowerPoint) and documentation tools.
- Familiarity with data visualization, multimedia content creation, and digital platforms.
- Strong interpersonal skills, adaptability, and ability to work in challenging field environments.

## Relationships

- S/he will report to the Manager – Programme & Partnership Development. S/he will work as a team member in this project.

## Application instructions

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

- Last date of application is **16 February 2025**

- Please [click here](#) to submit your application. (ActionAid only received applications through this online recruitment module)

---

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.*