

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

Officer – Programme Development & Donor Reporting

Project Name	:	Programme & Partnership Development (PPD)
Location of Posting	:	Cox's Bazar
Types of contract	:	Fixed-term contract up to 31 December 2026 (renewable depending on funding availability and performance).
Salary and benefits	:	Monthly Consolidated Salary with other benefits mobile & internet allowance, group life insurance only

Job Summary:

This role primarily entails assisting the Programme and Partnership Development (PPD) unit in Cox's Bazar in its programme development, partnership and contract management, reporting and compliance efforts. Responsibilities include aiding in donor relationship management, supporting project design sprints, proposal development and submission, drafting and reviewing reports, participating in field monitoring missions, maintaining the funding pipeline, and supporting the Contract Management System (CMS).

Additionally, the position requires providing detailed information on the Rohingya Response Programme in various content formats for internal and external consumption, updating PPD information management system and trackers.

Key responsibilities include (not limited to):

Programme Development (30% of Time)

- Develop request for proposal/ modification/amendment briefs and Go/No Go analysis to inform senior leadership team the best course of action for potential partnerships.
- Support the Manager, PPD (RRP) in exploring partnership opportunities with INGOs, local NGOs, academic thinktanks, coalitions/networks, technical partners, and institutional donors to diversify AAB's Rohingya Response Programme portfolio.
- Support the facilitation of proposal development workshops to assist the development of quality funding proposals through engagement with all relevant AAB teams and functions.
- Review and provide feedback on proposals to ensure accuracy, completeness, and compliance with donor guidelines.
- Assist AAB RRP team in needs assessments, problem analysis, logical framework development, risk assessment and stakeholder analysis as and when required.

Donor Reporting (40% of Time)

- Support the preparation and review of donor-funded project reports, success stories, and presentations to cultivate better relationships with existing and prospective donors.
- Participate in monitoring missions to oversee programme quality, performance against expected results and analyse risks and offer mitigation measures to project and support units.
- Ensure that donor feedback and observations are properly addressed and reporting loops closed.
- Maintain process and project lifecycle documentation and contribute to project closure and lessons learned reviews for further improvement.

Contract Management (15% of Time)

- Support the post-award lifecycle of live projects, including inception activities, review donor contracts, and coordinate with Finance, MEAL, programme, and audit team.
- Regularly update the Contract Management System with new and ongoing projects and develop Grant, Project, and Delivery pages in CMS as and when required.
- Ensure data migration of all past, current, and phased-out projects within the Contract Management System.
- Support in internal compliance and control review and checks of ongoing projects as per donor commitments.

Information System & Knowledge Management (15% of Time)

- Support the Manager – PPD (Institutional) to convene the Core Programme Development Community of Practice (CoP) bi-monthly meetings in Cox's Bazar and identify capacity building opportunities and resource mobilisation related agenda for colleagues engaged in fundraising across the organization.
- Regularly update PPD information management database (ongoing, live and proposals pipeline, management dashboard and donor profiles).
- Share critical insights on the donor funding landscape, including trend analysis, assessing donor priorities and generating donor-specific engagement strategies.
- Contribute to the organizational profile development, (presentations/information pack/case stories/impact stories) to highlight AAB's Rohingya Response Programme experience to current and potential donors, fundraising campaigns and events as required to showcase the organisation and its work to the external audience.

Relationships

The incumbent will report to the **Manager- Programme and Partnership Development**.

Required Educational Qualifications and Experiences

- Bachelor's in social science, international relations, development studies, economics or related discipline.
- Minimum of 1–2 years of experience in the development and humanitarian sector and at least 1 year of sound experience in programme development, reporting and partnership management.
- Experience in working with INGOs/NGOs is preferred.

Required Technical Competencies

- Leadership: Ability to follow instructions and complete assigned tasks efficiently and to take decisions independently.
- Emotional Intelligence: Understanding and recognition of own emotions and their impact on others and respond accordingly.

Can manage stress well.

- Communication & Collaboration: Possess effective communication skills to interact with colleagues and stakeholders. Coordinate with team members to provide support as required.
- Problem Solving Skill: Ability to identify root-cause, analyse and propose alternative solutions based on their understanding of the organisation's policies and procedures.
- Networking: Ability to build relationships with colleagues and external stakeholders. Initiates or engages in networking activities and events and provide relevant information to external stakeholders and different forms with proper evidence.
- Learning Agility: Reflects on past experiences and uses that knowledge to inform future actions. Adapts to new work processes or technology with minimal guidance. Seeks out information and resources to expand their knowledge beyond their immediate responsibilities. Willingness to receive feedback and address that feedback positively.
- Decision Quality: Demonstrates sound judgment in routine decision-making situations. Understands the potential consequences of decisions and seeks input from others when appropriate. Open to feedback and willing to adjust decisions based on new information.

Application instructions

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

- The last date of application is **24 January 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.