

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:

Field Coordinator

Project	:	Strengthening institutional capacity for democratic reforms through gender responsive and inclusive participation in decision making (GRIP Project), funded by UN Women
Location of Posting	:	Dhaka, having frequent field visit
Duration of Contract	:	Fixed-term contract up to 31 October 2026 (if not extended)
Salary and benefits	:	Monthly Consolidated Salary BDT. 37,538 with other benefits mobile & internet allowance, medical insurance coverage and group life insurance only

Background/Job Summary

The Field Coordinator will support the implementation of the project “Strengthening Institutional Capacity for Democratic Reforms through Gender-Responsive and Inclusive Participation in Decision-Making.” This position is responsible for facilitating district-level project activities, coordinating with local organizations and government stakeholders, mobilizing communities, organizing trainings and advocacy events, and ensuring systematic monitoring, documentation, and reporting. The role also entails representing ActionAid in local forums while upholding the organization’s values and promoting gender-responsive and inclusive governance.

Key responsibilities include (not limited to)

Project Implementation and Field Operation (30% of Time)

- Support day-to-day implementation of project activities at the district and community levels.
- Coordinate with local civil society organizations, women-led groups, youth networks, and local government representatives to organize trainings, dialogues, and advocacy events.
- Assist in conducting field-level assessments, consultations, and meetings as per the project plan.
- Ensure timely logistical and administrative arrangements for workshops, community events, and campaigns.
- Maintain communication with district partners, participants, and stakeholders to ensure smooth implementation.

Community Engagement and Mobilization (20% of Time)

- Support partner organizations in implementing awareness and advocacy campaigns.
- Promote women’s leadership, social inclusion, and prevention of violence against women in politics (VAWP) at the community level.

<https://actionaidbd.org/>

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- Foster relationships with local media and networks to enhance visibility and impact of project initiatives.

Monitoring, Documentation, and Reporting (20% of Time)

- Assist in collecting field data, attendance records, case studies, and success stories.
- Maintain comprehensive field reports and provide regular updates to the Project Officer/Manager.
- Support baseline and endline assessments, surveys, and community feedback mechanisms.
- Monitor field-level progress, identify challenges, and provide timely reports to management.

Capacity Building Support (10% of Time)

- Assist in organizing training sessions, workshops, and awareness campaigns for community members and local partners.
- Provide on-ground support to enhance local stakeholders' knowledge and skills relevant to the project.

Organise events, training and campaign (10% of Time)

- Plan and organize events, ensuring seamless logistics and successful execution.
- Coordinate training sessions for project staff, incorporating effective facilitation methods.
- Design and implement campaigns to promote project objectives, engaging stakeholders.
- Evaluate the impact and effectiveness of events, training, and campaigns for continuous improvement

Coordination and Representation (10% of Time)

- Represent ActionAid Bangladesh in local coordination meetings and relevant forums when delegated.
- Liaise with district administration, One Stop Crisis Centres (OCCs), Election Commission offices, and other stakeholders.
- Ensure all field activities reflect ActionAid's values, gender justice principles, and safeguarding standards.

Relationships

The Field Coordinator directly report to the Deputy Manager-Worker Rights and Economic Empowerment.

Required Educational Qualification and Experience

- Bachelor's degree in social sciences, Gender Studies, Development Studies, Political Science, or a related field
- 1–2 years of experience in community engagement, project coordination, or related roles.

Technical Skills

- Strong communication, facilitation, and interpersonal skills; proficiency in Bangla required, English preferred.
- Demonstrated ability to work with diverse communities, including women, youth, and marginalized populations.
- Knowledge of gender equality, social inclusion, and human rights principles.
- Willingness to travel extensively within the assigned district and occasionally to Dhaka
- Proficient in MS Office (Word, Excel, PowerPoint) and digital collaboration tools
- Strong written and verbal communication skills in Bangla; English proficiency preferred
- Ability to plan, organize, and coordinate community-level activities and events
- Competent in data collection, reporting, and documentation of project outcomes

- Skilled in making presentations and facilitating trainings, workshops, and dialogues

Application instructions

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

- The last date of application is **11 December 2025**. Due to emergency, recruitment may 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 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 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 fund / money from job applicant should be regarded as fraudulent