

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

## Programme Officer - Implementation

Unit	:	Local Rights Programme (LRP)
Location of posting	:	Goran (Khilgaon), Dhaka (LRP-55)
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 31 December 2026 (Have possibility for further extension)
Number of Position	:	01 (One)
Salary and benefits	:	Monthly Gross Salary will be <b>BDT. 30,000</b> with other admissible benefits such as festival bonus, mobile allowance, medical benefit and group life insurance etc

### Job Summary

The Programme Officer - Implementation will be responsible for the overall implementation of LRP initiatives in the LRP working area at LRP working area. S/he will be responsible for implementing other project operations of AAB, incorporating with LRP activities. S/he will be responsible for planning, budgeting, implementing, monitoring, and supervising project activities at the field level, consulting with the LRP Coordinator, including management of financial and human resources. S/he will provide regular support to the Community Mobilizers in the implementation of different events and innovations as per the LRP plan. S/he will keep in close contact with the Line Manager, LRP-Coordinator. S/he will represent the project, as well as AAB, to different levels of stakeholders/organisations according to the guidance of the LRP Coordinator.

S/he will contribute to implementing safeguarding policies in the community. S/he is also responsible for coordination, communication and timely submission of activity progress report, budget burn rate to the LRP Coordinator at the scheduled time. S/he is also responsible for assisting the Focal Person of the Project and Finance to support the Internal/External Audit as & when required, as per the guidance of the LRP Coordinator.

### Key responsibilities include (not limited to)

#### Implementation, monitoring & reporting of the project activities.

- Develop a monthly plan for implementing LRP activities and monitoring the progress of delivering planned activities of LRP.
- Assist Community Mobilizers to facilitate the RAC, Youth and other LRP groups' sessions, provide necessary documents for the session and regularly monitor the progress of group members, considering the session plan and preserve monitoring reports.

- Develop the draft project reports (monthly, quarterly, six-monthly and annual, etc.) with related evidence like photos, video clips, case stories, attendance sheets, master rolls, event reports, etc.
- Organize different events, training, workshops on Community issues, communicate with community leaders, UPS and concerned service providers and other stakeholders at the World and City corporation levels.
- Taking initiatives with the Community Mobilizer to mobilize the community people for social movement, advocacy with service providers and other stakeholders.
- Taking initiative for troubleshooting in different groups in the community and report to LRP Coordinator.

### **Planning, budgeting and sharing the project**

- Develop a planning matrix, plan, and budget for LRP by conducting PRRP as per the guidance of the line manager.
- Prepare the KPI of LRP planned activities as well as the self KPI.
- Develop monthly, quarterly, and annual activity plans.
- Prepare the LRP progress report and share it in the staff coordination and progress meeting.
- Taking initiative to operate LRP implementation, considering HRBA process as well as ensuring sponsorship and safeguarding policies at the office and program level.

### **Coordination and linkage with different stakeholders**

- Share the project objectives and strategies with Word and City corporation-level administration, line agencies, and stakeholders.
- Coordinate sponsorship events at the LRP level
- Integrate programme with child sponsorship in consultation with the Strategic Priorities of AAB.
- Develop a good relationship, maintain liaison and advocacy with different government and NGO officials to ensure different services for the target population.
- Take initiatives for smooth operation at the LRP level, consulting with LRP, program units (SPs), and functions (CS, finance, HROD, communication unit) of AAB.
- Share the update (messages, information, policies, instructions, etc.) properly among the staff, programme participants and other stakeholders when required.
- Assist the internal and the external team to visit the program as per policy

### **Team Management**

- Facilitate the Community Mobilizers and other team members to internalize different conceptual and methodological documents, as well as the processes, on-the-job training, etc.
- Provide accompaniment support to make the team members more confident in order to facilitate different events at the community level.
- Assist team members in developing an effective action plan to implement the planned activities of LRP.
- Conduct a needs assessment of the team members and take initiative to improve the capacity of gaps, considering the planning matrix.
- Generate new and innovative ideas for effective implementation of project activities and sharing among the team members, as well as different stakeholder levels.

- Conduct a needs assessment of the team members and take initiative to improve the capacity of gaps, considering the LRP planning matrix.
- Conduct staff performance appraisal as per HROD policy.
- Perform any other responsibilities assigned by the supervisor.

#### **Administrative and financial management**

- Check bills and vouchers of project expenditure as per the financial policy of AAB.
- Provide support to the / perform as members' procurement committee of LRP to maintain all procurement under LRP to ensure procurement policy.
- Provide oversight into the maintenance and proper use of all kinds of project materials and resources and keep the register/inventory.
- Support finance and administrative staff to ensure and maintain the proper documentation like attendance register, movement register, logbook, motorcycle register, fixed assets, stock register etc.
- Support to the external and internal audit team on financial activities consulting with finance focal of AAB.
- Perform any other responsibilities assigned by ActionAid Bangladesh.

#### **Relationships**

Programme Officer will report to LRP Coordinator.

#### **Required Educational Qualification and Experience**

- Bachelor degree of Social Science from a reputed university. Understanding project implementation, facilitation and training delivery, training follow-up and impact assessment
- At least 5 years progressively responsible work experience in the area of participatory program planning, management, monitoring, sustainable agriculture, food rights, Livelihood development, climate change adaptation, Reflection-Action process and capacity building within a development organisation/NGO

#### **Technical Skills**

- Good communication skill in Bangla and English both oral and written
- Planning, supervision, implementation, and evaluation of community-based programme interventions on LRP
- Strong IT skills, including good knowledge of Excel
- Strong report writing skills
- Ability to analyze, interpret and communicate data
- Knowledge on Child rights and protection
- Aware about culture and Gender sensibility
- Communication, interpersonal and networking skills.
- Confidence, interpersonal and representational skills and strong facilitation skills.
- Able to work under pressure and meet deadlines

## Application instructions

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

- Last date of application is **20 January 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*