

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:

Project Officer

Project	:	Safety Net System for the Poorest (SNSP) program in Camp 13, 14, 15, 16, 21, 22, 24, 25, 26 & 27, (Funded by WFP)
Location of posting	:	Ukhiya & Teknaf, Cox's Bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 31 December 2022 (if not extended)
Number of Position	:	4
Salary and Benefits	:	Monthly Gross Salary will be BDT. 65,075 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc.

Job Summary

Bangladesh is hosting the largest refugee population since August 2017 with her limited resources. More than 918,841 Rohingya refugees currently residing in Bangladesh including 48.5% men & boys and 51.5% women & girls who are initially dependent on aid from the international community.

ActionAid is implementing Safety Net System for the Poorest (SNSP) program in Camp 13, 14, 15, 16, 21, 22, 24, 25, 26 & 27. Besides, ActionAid has a few ongoing programmed in different sectors e.g., Protection, WASH, NFI, etc. inside the camps. Since the continuation of humanitarian assistance, ActionAid has developed relationships with a range of camp actors, including the Rohingya and their representatives and successfully doing the site management role. ActionAid is working with WFP to facilitate the intervention in the 10 camps to ensure quality life-skills training in order to provide training and incentives to 3200 Rohingya youth and adolescents volunteers to contribute to the effectiveness of camp-level services.

Key responsibilities include (not limited to)

Coordinate and Implement SNSP Activities in the Camps (75 % of time)

- Assist and lead program intervention in the camp in accordance with the project work plan and budget.
- Oversee project intervention planning and execution in the camp.
- Lead community mobilizer and Life Skill Trainers in planning and organizing youth engagement.
- Assist MIS officer while maintaining participants' database regularly.
- Assist interactive theatre assistant in the facilitation of interactive theatre activities in the camps.

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- Facilitate and establish a progressive communication channel with camp authority and other stakeholders.
- Initiate capacity development activities for the programme staff.
- Assist PM in developing a life skills training program in accordance with UNICEF guidelines.
- Create a detailed life skills training plan and execute it in accordance with the quality standard.
- Any assigned task assigned by the project manager.

Reporting and Documentation (25% of time)

- Ensure daily, weekly and monthly reporting.
- Ensure documentation of camp level approvals, meetings, and other events.
- Consolidate field data, good examples, and lessons learned.
- Maintain and compile updates and reporting according to the prescribed template for M&E and donor

Relationships

- Project Officer will report to Project Manager

Required Educational Qualification and Experience

- A Bachelor's degree in social sciences, development studies, or a related discipline

Experience

- At least 2 years of work experience in a developmental organization.
- Knowledge and experience in management, research, networking & Human Rights-Based Approach

Application instructions

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

- Last date of application is **Wednesday, 06 July 2022.**
- 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 applicants should be regarded as fraudulent.