

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

Field Facilitator

Project Name	:	PRAGATI (Promoting Resilience and Gender-Responsive Adaptation for Transformative Impact) Project
Strategic Priority	:	Resilience & Climate Justice
Location of Posting	:	Ramjan Nagar, Shyamnagar, Satkhira
Types of contract	:	Fixed Term Contract up to June 2027, depending on the funding availability
Number of position	:	1 (One)
Salary and benefits	:	Monthly Gross Salary will be BDT. 18,547 with other admissible benefits such as medical insurance for staff and immediate family members, group life insurance, mobile & festival bonus etc, as per HROD Policy.

Job Summary:

The Field Facilitator (FF) is a position in the PRAGATI Project, based at Ramjannagar union under Shyamnagar Upazila of Satkhira district. The FF is going to be responsible for the field-level implementation of the project at the designated working area. He /she will be accountable to the Hub Coordinator of the PRAGATI Project.

Key responsibilities include (not limited to):

- Ensuring the presence of participants in the women group by visiting their houses regularly.
- Recording the participants' attendance in a register and updating it regularly.
- Arranging materials and logistical support needed for the awareness-building, skill development and/or training programmes of women groups.
- Providing assistance to the women groups' meetings and activities for their implementation.
- Providing necessary support and assistance to the Programme Coordinator during field visits by Project, Shyamnagar office and/or AAB staff.
- Ensuring necessary logistical support for on-field activities, such as climate-resilient sustainable agriculture (CRSA) practices.
- Ensuring participation of women groups in visiting local government offices for meetings, workshops, advocacy programme, etc.
- Gathering materials for capacity-building/training and input of the women groups.
- Arranging meetings with the women group weekly/every 2 weeks to reflect on the activities.

- Preparing monthly work plan, monthly report and other necessary documents, and submitting them to the Hub Coordinator on time.
- Effective management of resources (e.g., stationery) provided from the Project office.
- Providing assistance to implement various types of activities of the Project.
- Updating/Informing the Hub Coordinator/assigned supervisor about the Project activities as needed and asking him/her about necessary information if required.
- Providing regular communication and information support to the Project office and AAB.
- Attending coordination and progress review meetings at the Project office if needed.
- Entitlement to do any activity for the purpose of the organisation and the Project.
- Entitlement to participate in various meetings, workshops and seminars at different times with regard to the Project.
- Working under the supervision of the Disaster Management Committee of the Shyamnagar office/AAB in the event of an emergency and working full-time beyond the working area if the need arises.
- Any other activities, as assigned by the programme or organization's management.

Relationships

The incumbent will report to Hub Coordinator.

Required Educational Qualifications and Experiences

- At least diploma in Agriculture or HSC pass
- At least 2 years' experience

Required Technical Competencies

- Familiar with Climate resilient Agriculture practices.
- Organize women group and facilitate the women group meeting
- Training session facilitation.
- Interpersonal relationship-building.
- Effective communication.
- Computer literacy as must.
- Problem identification and analysis, and a solution-oriented mindset.
- Familiar with HRBA.

Application instructions

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

- The last date of application is **24 May 2026.**
- Please Click to the below link: **<https://jobs.actionaidbd.org/login>** and 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.