

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 Facilitator

Unit	:	Resilience and Climate Justice
Project	:	To address climate justice and gender disparities at Shyamnagar Upazila of Satkhira district (Forum Civ Project)
Location of posting	:	Shyamnagar, Satkhira (ActionAid Bangladesh LRP - 54 Project Office)
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 31 December 2023 (Have Possibility of further extension)
Number of Position	:	02 (Two)
Salary and benefits	:	Monthly Gross Salary will be BDT. 9,350 with other admissible benefits such as festival bonus and group life insurance etc

Job Summary

The Field Facilitator (FF) is a position under the Forum Civ Project, based at Shyamnagar Upazila of Satkhira district. The FF is going to be responsible for the field-level activity planning and implementation of the project at the designated working area. He or she will be accountable to the Programme Coordinator of the Forum Civ 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 Programme 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 Programme 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.
- Maintain close liaison with LRP-54 staff and participate in project activities when necessary.
- Any other activities, as assigned by the programme or organization's management.

Relationships

Field Facilitator will report to the Programme Coordinator of this Project

Required Educational Qualification and Experience

- Higher Secondary or Diploma in Agriculture from any recognized institution
- At least 1-2 years' experience in developing and implementing field-level activities/ training sessions some of which should have been at an early level working with NGOs.

Technical Skills

- Ability to work independently and foster a team spirit.
- Ability to work under pressure and tight deadlines.
- Skills in report writing, documentation.

Application instructions

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

- Last date of application is **Thursday, 08 June 2023**. *Due to emergency, recruitment will be on rolling. The interested candidates are requested to apply before deadline*
- Please [click here](#) to submit your application **ONLINE** or *You can also send your Hard Copy Application to the following Address*: For Hard Copy Application, you must write the name of the Post at the top of the envelop.

**ActionAid Bangladesh:
Road No. 136; House No. 08
Gulshan -1; Dhaka - 1212**

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