

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

Associate Officer – Youth Environment & Climate

Project Name	:	Sustainable Solutions and Protection for the Rohingya Community in Camps (CBP) Project (Supported by UNHCR)
Location of Posting	:	Based in Ukhia/Teknaf of Cox's Bazar
Types of contract	:	Fixed-term contract up to December 2026 (renewable depending on funding availability and performance).
Salary and benefits	:	Monthly Gross Salary with other admissible benefits such as mobile & internet allowance, group life insurance etc.

Job Summary:

An Associate Officer - Youth Environment & Climate is responsible for building capacity and supervision, preparing work plans, and mobilization at Camp level, support to implement the camp level activities to achieve the targets with quality by activity monitoring.

Facilitation of different training sessions and support Field Coordinator – CG, YEC, PSN & CR to address rules and regulations and code of conduct by the volunteers in a timely, responsible, and professional manner. Morning sessions with the volunteers/targeted participants and weekly meeting/debriefing, monthly meeting, project planning meeting, experience sharing, learning, reporting and documentation and morale-building are also one of the major responsibilities of the position.

Key responsibilities include (not limited to):

Supervision of volunteers, work with community group members, organization of work plan, and mobilization at Camp level (55% of Time)

- Support to Field Coordinator – CG, YEC, PSN & CR to supervise and guide the youth environment group volunteers/members in their duties and activities, monitor and evaluate the volunteer's/members' individual performance.
- Participate regularly in the youth environment group volunteers' activities (such community led discussion, disseminate environment information service, environmental issues complaint/feedback referrals, and awareness-raising on environmental aspect to deepen his/her understanding of the work of volunteers, know impacts, challenges, areas for improvement in environmental issues.
- Participate in focus group discussions to collect baseline data, build rapport with the community, and obtain information to implement/improve the youth environment group volunteers'/members' activities.
- Support to Field Coordinator – CG, YEC, PSN & CR to organize and/or participate in focus group discussions to collect baseline data, build rapport with the community and obtain information to implement/improve the volunteers'/members' activities.
- Together with the Field Coordinator – CG, YEC, PSN & CR, design, coordinate, organize daily and weekly schedules of the youth environment group volunteers/members based on the

context of the camp and mobilize the volunteers' team for community engagement and related activities.

- Support volunteers in community led initiatives - CLI/projects and community level awareness session/training, community led discussion.
- Work for PoCs to get individual and group based environmental support.
- Facilitate youth environment group formation/activation, support in their training, local initiative, environmental action.
- Engage PoCs on environmental issues.
- Arrange training for staff members, environmental volunteers, local environmental initiators and supporters.
- Facilitate environmental youth group capacity building and leadership training.
- Support to Field Coordinator – CG, YEC, PSN & CR to address complaints, conflict in the workplace, misconduct, and violations of the rules and regulations or code of conduct by the youth environmental volunteers in a timely, responsible, and professional manner and in accordance with the operational standards.
- Facilitate arranging meetings with visitors, representatives from government, local and international organizations.

Environmental issues referral and management (10% of Time)

- Assist in accurate documentation and keep timely records of environmental complaint & feedback, actions taken, outcome and issues status according to the agreed format and presentation style.

Administrative support (15% of Time)

- Work under the guidance of Field Coordinator – CG, YEC, PSN & CR to implement the plan for material and logistical needs of the program.
- Provide frontline support to environment volunteers in relation to the distribution of material (for instance, forms, vests, stationery), administrative (i.e. issuance of ID card, attendance record keep and filing, payment of support cost, approval of sick/business leave) as per guidance of UNHCR.
- Provide support to logistical needs (arrange training venue, lunches, breaks, and other amenities) to enable volunteers to perform their work efficiently.

Recruitment and profiling (10% of Time)

- Provide regular feedback to Field Coordinator – CG, YEC, PSN & CR on the status of the environmental volunteers and relevant changes in the volunteers' composition in the camp.
- Assist team to ensure target for AGD – age, gender, diversity representation in volunteers'/members' team.
- Assist in maintaining a database of volunteers/ members' (date of recruitment, profiles, training attendance) in the respective location of responsibility.
- Support formation of CG – youth environment group. Mobilize community and increase volunteers' members in group, promote women leadership and community engagement. Profile their information.

Weekly debriefing, experience sharing, learning, morale building, reporting (10% of Time)

- Support in maintaining communication with the volunteers on a regular basis to understand the problems and challenges they face in their work, and together with the team, identify and implement creative solutions.
- To provide daily updates and review past week's work/activities.

- Assist in identifying good practices, promote and recognize outstanding work performance or contribution from environment volunteers'/members' and team members.
- Report preparation and submission: Prepare weekly, monthly, quarterly, half-yearly and annual report as per office instruction and guidance.

Relationships

The incumbent will report to the Field Coordinator - Community Groups, PSN, EYG & CR.

Required Educational Qualifications and Experiences

- University degree in Environment Science, Disaster Management or relevant disciplines (flexible in terms of person having working experience in Rohingya Response)
- At least 1 year of experience in humanitarian and/or development organizations with significant experience in camp management and/or delivering emergency programs in camp settings.
- Experience in working with marginalized/vulnerable groups.
- Experience in repairing shelters, stairs, culvert, environment preservation campaign will be an asset.

Required Technical Competencies

- Proficiency in the local language will be an advantage.
- Understanding the concepts of humanitarian codes and standards such as SPHERE, IASC Gender Guidelines, HAP etc.
- Experience working in emergency responses targeting vulnerable people
- Able to take decisions in a timely manner, prioritize and multi-task seamlessly.
- Orientation to gender sensitivity.
- Ability to work under extreme pressure and meet deadlines.
- Team player with strong experience in multi-cultural and multi-ethnic environments
- Proficient with MS office suite, Kobo collect, SPSS.

Application instructions

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

- The last date of application is **05 September 2026**. Due to emergency, recruitment will 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 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.