

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

Designer

(Only women are encouraged to apply)

Project Name	:	UNFPA funded Project
Location of Posting	:	Based in Cox's Bazar with frequent field visit
Types of contract	:	Fixed-term contract up to 31 December 2026 (renewable depending on funding availability and performance).
Number of positions		01
Salary and benefits	:	Monthly Gross Salary BDT. 113,852 with other benefits mobile & internet allowance, medical benefit, group life insurance etc

Job Summary:

The Designer, implemented by ActionAid Bangladesh and funded by the United Nations Population Fund (UNFPA), will be responsible for planning, designing, and delivering non-technical skill development trainings at the Women-Led Community Centres (WLCC), Multipurpose Centre (MPC), and Women Friendly Spaces (WFSs) for women and men from the Rohingya refugee and host communities of Cox's Bazar. The role will lead creative and practical learning sessions focusing on design-based livelihoods, product development, upcycling and life-skill demonstrations, and other hands-on activities that promote self-reliance, income generation, and community resilience.

The position will support capacity building of field staff, develop and maintain quality training materials and design standards, and ensure adherence to organizational procedures, donor guidelines, and environmentally sustainable practices. The Designer will also monitor budget utilization, support procurement processes, and contribute to effective planning and reporting of project activities.

Additionally, the role will oversee product display, documentation, and sales at display corners, track deposits and sales records, and ensure proper placement and presentation of products. The Designer will provide technical assistance and guidance on upcycling, design innovation and interventions to relevant partners and collaborating organizations, ensuring quality, consistency, and sustainability across project interventions.

Key responsibilities include (not limited to):

Programme Implementation – Non-Technical Skills Development (60% of Time)

- Design, plan, and implement non-technical skill development trainings (e.g., life skills, communication, leadership, financial literacy, basic entrepreneurship, teamwork, conflict resolution, and personal development) for women and men participants.
- Ensure women-led and gender-transformative approaches in all WLCC activities, promoting safe, inclusive, and respectful learning spaces.

- Develop session plans, training curricula, and facilitation guides tailored to the needs of Rohingya and host community participants.
- Coordinate and facilitate training sessions, workshops, and group learning activities at WLCCs and community locations.
- Support trainers and facilitators with technical guidance, coaching, and on-the-job mentoring.
- Ensure active and meaningful participation of women, adolescents, and men, with attention to inclusion of persons with disabilities and other vulnerable groups.
- Monitor training quality, attendance, and learning outcomes; conduct follow-up sessions and refresher training as required.
- Ensure safeguarding, PSEA, gender, and protection principles are integrated and applied throughout programme implementation.

Coordination and Capacity Building (15% of Time)

- Coordinate with field teams, WLCC staff, community volunteers, and trainers to ensure smooth implementation of activities.
- Build the capacity of field staff through formal trainings, coaching, and regular performance feedback.
- Identify capacity gaps among staff and contribute to staff development initiatives.
- Liaise with local authorities, camp management, sector actors, and humanitarian partners to ensure alignment and avoid duplication.
- Represent WLCC activities in coordination meetings, working groups, donor visits, and review meetings.
- Strengthen community engagement by supporting community-led initiatives and leadership development within WLCCs.

Reporting and Documentation: (15% of Time)

- Prepare and submit timely reports (daily, monthly, quarterly, and annual) in line with donor and organizational requirements.
- Maintain accurate documentation on training activities, participant data, attendance sheets, learning assessments, and success stories.
- Support monitoring, evaluation, accountability, and learning (MEAL) processes by tracking indicators, collecting feedback, and documenting lessons learned.
- Ensure compliance with ActionAid Bangladesh policies, safeguarding standards, and donor guidelines.

Technical Support and Programme Development (10% of Time)

- Provide technical input for improving non-technical skill development curricula and methodologies.
- Support integration of WLCC activities with other programme components (e.g., protection, livelihoods, GBV prevention, youth engagement).
- Contribute to programme reviews, assessments, and proposal development related to WLCC and skill development initiatives.

Relationships

The incumbent will report to the **Coordinator - Livelihood and Skill Development**.

Required Educational Qualifications and Experiences

- Bachelor's or Master's degree in Fine Arts, Social Sciences, Development Studies, Education, Gender Studies, or any other relevant discipline from a recognized university.
- Minimum 3 years of relevant experience in community-based training, skill development, gender or social development programmes.

- Experience working with Rohingya refugees and/or host communities in Cox's Bazar will be a strong advantage.

Required Technical Competencies

- Strong knowledge of non-technical/life skills training methodologies.
- Experience in training facilitation, curriculum development, and adult learning approaches.
- Understanding gender equality, women's leadership, safeguarding, and protection principles.
- Strong coordination, communication, and team management skills.
- Ability to prepare high-quality reports and documentation.
- Proficiency in MS Word, Excel, and PowerPoint.
- Ability to work in multicultural and humanitarian contexts.

Application instructions

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

- The last date of application is **15 January 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.