

ActionAid is a global movement of people working together to achieve greater human rights for all and defeat poverty.

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

### Fellow - SHOMBHABONA Project

Unit	:	SHOMBHABONA Project, funded by UNFPA
Location of posting	:	Dhaka
Types of contract	:	Contractual
Duration of contract	:	30 September 2025 (Having possibility for extension upon the availability of donor fund)
Number of position	:	1 (One)
Remuneration and Benefit	:	BDT. 30,000 per month with group life insurance coverage

### Job Summary:

The Fellow will support the implementation of advocacy initiatives and social norm-shifting campaigns at national and local levels. This role involves supporting strategic media engagements, advocacy campaigns against child marriage, and organizing district and upazila-level career festivals. The incumbent will also be responsible for supporting in planning and executing value clarification sessions with various community stakeholders, including matchmakers, male household members, and marriage registrars, across several districts.

This position requires extensive travel to field locations and proactive coordination with partners, stakeholders, and beneficiaries. It also entails logistical planning, training facilitation, documentation, and consistent communication to ensure quality and timely delivery of project activities.

### Key responsibilities include (not limited to):

- Support in national and local-level advocacy campaigns on child marriage prevention.
- Support in organizing strategic media engagements (national and local) to amplify advocacy messages.
- Support and oversee coordinate value clarification sessions with male household members, matchmakers, marriage registrars, and VWB/Jibikayon participants.
- Support in organizing district and upazila-level school campaigns and career festivals promoting positive gender and social norms.
- Provide technical and logistical support in training Master Trainers on the Norm-Shift Accelerator model and assist with cascading training at grassroots level.

- Collaborate with partner organizations for smooth execution of project deliverables.
- Conduct field visits, monitor ongoing activities, and provide implementation support.
- Assist in developing IEC materials, modules, and communication tools.
- Collect, analyze, and document field-level data, case stories, best practices, and success stories.
- Maintain participant databases, reports, and other project documentation.
- Ensure quality and timely reporting as per project guidelines.
- Provide day-to-day operational and communications support to the project team.
- Perform any other task assigned by the line manager in line with project needs.

## Relationships

Fellow will report to the Project Manager.

## Required Educational Qualification and Experiences

### Education

- Bachelor's degree in social science, Development Studies, or a related field.

### Experience

- At least 1 year of experience in NGO/INGO settings, preferably with a focus on gender, youth engagement

### Other Requirements:

- Experience in community mobilization, campaign facilitation, or advocacy is highly desirable.
- Strong documentation, data collection, and reporting skills.
- Proven experience in organizing field events, workshops, and training sessions.
- Excellent communication skills in both Bangla and English.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and meet tight deadlines.
- Willingness to travel frequently and stay in field locations as needed.

## Application instructions

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

- The last date of application is **19 July 2025 (Saturday)**
- Please [Click Here](#) to submit your application.

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**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.**

**NB: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from job applicants should be regarded as fraudulent.**

