

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:

Associate Officer – Women and Girls Safe Space (WGSS)

Project	: Sustainable Solution and protection for the Rohingya Refugee Community in Camps (funded by UNHCR) Project
Location of posting	: Ukhiya/Teknaf
Number of positions	: 01
Type of contract	: Fixed term contract
Duration of Contract	: Up to 31 December 2026 (if not extended)
Salary and benefits	: Monthly Gross Salary with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Context

The Associate Officer – WGSS is responsible for supporting the day-to-day implementation and management of Women and Girls Safe Space (WGSS) activities. The role focuses on delivering and supporting WELP, Girl Shine, recreational activities, and ensuring the WGSS remains a safe, inclusive, and well-managed space for women and adolescent girls.

Key responsibilities include (not limited to)

1. WGSS Program Implementation

- Support implementation of WGSS-based programs, including WELP, Girl Shine, and structured recreational activities.
- Facilitate or co-facilitate group sessions and activities for women and adolescent girls in line with approved methodologies.
- Ensure activities are conducted in a safe, respectful, and participatory manner.
- Support implementation of activity schedules and daily WGSS plans.

2. WGSS Management and Operations

- Support day-to-day management of the WGSS, ensuring cleanliness, safety, and accessibility of the space.
- Monitor attendance, space usage, and adherence to WGSS operating procedures.
- Ensure WGSS materials, equipment, and resources are properly used and maintained.
- Support coordination of activity timings to avoid overlapping and overcrowding.

3. Community Engagement and Outreach

- Support outreach activities to encourage participation of women and girls in WGSS programs.
- Engage with community members, volunteers, and leaders to promote WGSS services.
- Support inclusive participation of diverse groups, including adolescents, survivors, and women with disabilities.

<https://actionaidbd.org/>

Find us also in [Facebook](#) and [Twitter](#) for regular updates!

4. Volunteer Support and Supervision

- Support coordination and day-to-day guidance of WGSS volunteers and facilitators.
- Monitor volunteer attendance and participation during activities.
- Promote adherence to ActionAid’s Code of Conduct and safeguarding standards among volunteers.

5. Monitoring, Documentation, and Reporting

- Maintain accurate records of WGSS activities, attendance, and outputs.
- Collect feedback from participants to support program learning and improvement.
- Submit regular activity and WGSS status reports to the GBV Prevention Officer.
- Support monitoring visits, evaluations, and learning reviews.

6. Referral Support and Safe Disclosure

- Support safe and ethical handling of disclosures related to GBV or protection concerns.
- Refer cases to appropriate GBV or CP response services following established referral pathways.
- Always maintain confidentiality and survivor-centered approaches.

7. Safeguarding, Ethics, and Professional Conduct

- Uphold ActionAid’s safeguarding, PSEA, and child protection policies.
- Ensure WGSS activities do not expose participants to harm or risk.
- Report safeguarding concerns and incidents through established procedures.
- Maintain respectful and professional behavior with community members and colleagues.

8. Security and Staff Wellbeing

- Follow ActionAid security protocols and camp-level regulations.
- Participate in supervision, debriefing, and self-care activities.
- Contribute to a positive, safe, and supportive working environment.

Relationships

Associate Officer – SASA! Together will report to Officer – GBV Prevention.

Required Educational Qualification and Experience

- Bachelor’s degree in social sciences, Gender Studies, Development Studies, or a related field.
- Minimum 1–3 years of experience in GBV prevention, women and girls programming, or community-based work.
- Experience working in WGSS or similar safe spaces preferred.
- Experience in humanitarian or refugee settings is an asset.

Technical Skill:

- Basic understanding of GBV prevention, women’s empowerment, and adolescent programming.
- Experience facilitating group sessions or recreational activities is desirable.
- Strong organizational and interpersonal skills.
- Ability to maintain safe and inclusive spaces.

Application instructions

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

- Last date of application is **09 May 2026**
- Please [click here](#) to submit your application.

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