

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

**act:onaid**

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

## **Associate Officer - Technical Support**

Project	:	Skills development for Self-reliance of Rohingya women and men corresponding host community -Phase II, Funded by WFP
Location of posting	:	Ukhiya/Tefnaf, Cox's bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 31 December 2023 (if not extended)
Number of Position	:	2
Salary and benefits	:	Monthly Gross Salary with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

### **Job Summary**

AAB is looking for enthusiastic Associate Officer – Technical for its CwC activities under Skills Development for Self-Reliance Project. The overall objective of the position is to implement the project activity in the camps; to coordinate with Volunteers, CiC office staffs and other relevant actors of 7-8 camps. The incumbent will lead to establish the CwC mechanism in camps, provide technical support to the Host and Rohingya Volunteers, regular coordination with camp level WFP GFD programme, identification of information needs of the community for two ways communication and issues identified through CFRM mechanism. The incumbent must have to conduct capacity development training for Volunteers.

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

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- Project intervention implementation planning and monitoring in the camp.
- Lead protection related activities (including Code of conducts training, Satisfaction survey, Protection sensitization message dissemination, Complaint, and feedback mechanism) implementation in the camps in coordination with Project Coordinator, MEAL officer and Volunteer Coordinator.
- Lead Communication with Communities Related activities includes.
- TOT on message dissemination, feedback collection, research method & FGD for Host Community Volunteers and staff
- Capacity building Training on message dissemination, feedback collection, research method & FGD for volunteer (Project activity related)
- Message dissemination on food assistance
- Scale-up volunteer capacity during emergencies

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- Collect feedback from beneficiaries.
- Focus Group Discussion in coordination with Project Coordinator, MEAL officer and Volunteer Coordinator.

## **Support for implement M & E related activities in**

- Sensitization session on WFP CFM system.
- Training for the volunteers on Feedback Collection, Basic research method and FGD data collection.
- Community consultation/FGD/survey.
- Hotline number utilization.
- Provide technical guidance to facilitate training to Volunteer Coordinator to conduct training for Volunteers.
- Coordinate and help to CBT staff to distribute wages and documentation related to CBT.
- Submit MRF for training materials and other logistical support for field.
- Closely monitor Volunteer coordinators daily task and give feedback.
- Draft monthly camp level report and submit to MEAL Officer.
- Assist Project Coordinator in monthly progress reporting.
- Monitor all activities according to project plans, guidelines and standards set by the organization.
- Any other task that is deemed necessary assign by line manager.

## **Relationships**

Associate Officer - Training Support will report to Project Coordinator

## **Required Educational Qualification and Experience**

- Preferably Postgraduation, at least a bachelor's degree in Social Science and any other relevant subjects from a reputed institution.
- At least 2 year working experience of Rohingya Response in NGO/INGO.

## **Technical Skills**

- Proficiency in the local language will be an advantage.
- Experience in Complain & feedback mechanism system.
- The applicants having experience in CwC activities will be preference
- Good knowledge and understanding of DO NO HARM principles.
- Experience in Complain & feedback mechanism system.
- Team building and leading capacity and ability to work under pressure and deadline.
- Speaking and writing skill both in Bangla and English.
- Should be gender sensitive and familiar with Human Rights Based Approach
- Willingness to frequent field visit

## **Application instructions**

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

- Last date of application is **Thursday, 26 January 2022**. *Due to emergency, recruitment will be on rolling. Interested candidates are requested to apply before deadline*
- Please [click here](#) to submit your application.

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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*