

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

Lead - Rohingya Response Programme

Department	:	Humanitarian Programme
Types of contract	:	Fixed Term Contract, for Two (02) Years
Number of position	:	1 (One)
Location	:	Cox's Bazar
Salary and benefits	:	Monthly Gross Salary with other admissible benefits such as medical insurance for staff and immediate family members, group life insurance, mobile & internet allowance etc, as per HROD Policy.

Job Summary:

The Lead - Rohingya Response Programme will play a critical leadership role in day-to-day functioning of Rohingya Response Programme through providing technical and operational leadership in the delivery of AAB's Rohingya Response Strategy that covers Protection (GBV, CP, CBP), CCCM-Shelter, LPG-NFI, Livelihood & Skills Development, DRR, and WASH sectors. This position will ensure the effective implementation of AAB's Rohingya Response Programme in camps and impacted host community in Cox's Bazar. The incumbent will represent AAB in key coordination forums and manage donor relationships to ensure continuous funding and programme impact. The Lead – Rohingya Response Programme will lead a diverse team, including project managers, and will work in close collaboration with the Head of Humanitarian Programme and members of AAB Senior Leadership Team (SLT) and Cox's Bazar Leadership Team (CLT) to achieve programme objectives aligned with the sixth Country Strategy Paper.

Key responsibilities include (not limited to):

Strategic, Technical and Operational Leadership of the Rohingya Response Programme

- Provide strategic leadership and technical guidance to the working sectors of AAB in Cox's Bazar, ensuring alignment with sectoral objectives and guidelines, protection principles, and ActionAid's human-rights based approach grounded in feminist principles.
- Ensure that the Rohingya Response Programme's deliverables and activities are of high quality, adhere to core humanitarian standards, and accountability to affected population.
- Oversee strategic review of the programme performance and compliance to ensure integrity and sustainability.
- Develop, update, and ensure effective implementation of internal Standard Operating Procedures (SOPs) for protection programming, in collaboration with the line manager and the operational team.

Programme Development, Innovation, and Strategic Input

- Support the development of innovative programme ideas and strategies that address the evolving needs of the Rohingya community and host community.
- Keep abreast of sector trends, UN and government policies to inform programme development and delivery.
- Ensure the integration of cross-cutting issues such as gender, inclusion, and accountability in programme design and interventions.
- Provide strategic input in assessments, studies, and research to develop evidence-based programmes.
- Extend support to AAB's programme around Cox's Bazar including Local Rights Programme (LRP) in Pekua.

Donor Engagement and Fundraising:

- Maintain and strengthen relationships with existing donor partners, ensuring transparent communication and regular updates on programme progress.
- Support fundraising efforts by contributing to the development of proposals in collaboration with the Resource Mobilisation department.
- Document and communicate programme successes and challenges to donors and stakeholders, highlighting the programme's impact.

People and Team Management:

- Line-manage relevant project managers and sector leads, ensuring effective implementation of programme activities.
- Mentor and support the professional growth of team members, facilitating training and capacity development initiatives.
- Ensure adherence to safeguarding policies, including PSEA and child safeguarding, and foster a positive, inclusive team culture.
- Oversee staff wellbeing, performance reviews, and team-building activities.

Networking, Representation, and Advocacy:

- Represent AAB, in different forum, coordination mechanisms, meetings facilitated by I/NGO, UN Agencies & Government and donors; highlight AAB's mission, vision, programme, and contribution in Rohingya crisis response.
- Actively represent AAB in strategic advocacy and coordination forums at Cox's Bazar level, including the ISCG sectors, sub-sectors and working groups.
- Establish and maintain strong alliances with government agencies, international and national actors, UN agencies and the overall humanitarian coordination structure in the Rohingya humanitarian response.
- Contribute to policy advocacy efforts, supporting AAB's strategic priorities in Rohingya response and protection interventions.

Relationships

The incumbent will report to Head of Humanitarian Programme. However, he would require maintain relationships with cross sectional personnel and projects in Cox's Bazar.

Required Educational Qualifications and Experiences

- A Master's degree in Development Studies, Social Sciences, International Relations, or a relevant field.
- At least 7 years of experience in humanitarian or protection programming, particularly in refugee or crisis contexts.
- Proven experience in leading diverse teams and managing complex protection projects.
- Demonstrated success in managing donor relationships and fundraising efforts.

Required Technical Competencies

- Strong understanding of Protection principles, gender-based violence (GBV) issues, and humanitarian response in refugee settings.
- Experience in programme design, management, and implementation. Working experience in protected refugee crisis will be beneficial.
- Ability to manage multifunctional teams and work in a fast-paced humanitarian environment.
- Strong networking, advocacy, and coordination skills, with a solid understanding of government mechanisms and UN coordination frameworks.
- Excellent communication, reporting, and documentation skills in both English and Bengali.
- Proficiency in MS Office and other project management tools.

Required Competencies

- **Leadership:** The ideal candidate should have a strong understanding of the organisation's goals and objectives, possess strong leadership and communication skills, be able to think strategically and make decisions, and have the ability to develop and implement plans to achieve organisational goals. These skills are essential for contributing to the success of the organisation and driving its mission forward.
- **Emotional intelligence:** The ideal candidate should possess strong emotional intelligence, including advanced skills in recognising and regulating emotions, responding to others' emotions, and building effective relationships and teams.
- **Communication and collaboration:** The ideal candidate should have strong communication skills, be able to collaborate effectively with internal and external stakeholders and possess strong project management skills. These skills are essential for delivering effective presentations and reports, building strong relationships, and successfully developing and implementing project plans.
- **Networking:** The ideal candidate should have strong networking skills, be able to represent the organisation effectively, identify potential partnerships, and mentor team members on networking best practices.
- **Problem-solving:** The ideal candidate should have strong problem-solving skills, be able to identify and prioritise problems, work with others to develop solutions, and mentor team members in effective problem-solving techniques.
- **Learning agility:** The ideal candidate should seek feedback and adapt behaviour, manage complex projects, pursue learning opportunities, and encourage others to learn and adapt to new technologies.
- **Decision Quality:** The ideal candidate should make informed decisions, consider alternative options, and be accountable for the quality and impact of their decisions.
- **Action Oriented:** The ideal candidate should surpass expectations, consider various factors for planning, take on new responsibilities, and rarely give up.
- **Resource and budget management:** The person in this position will anticipate risks, controls resources and assets, assign roles, and optimises utilisation.

- **Talent management:** Develop team members' skills and abilities through career planning dialogues, goal-setting, and ongoing training. Encourages learning culture.
Human-rights based approach and feminist leadership: Promotes HRBA and feminist leadership principles and gender-responsive policies, and mentors staff to apply these approaches in their work.

Application instructions

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

- The last date of application is **Saturday, 14 February 2026.**
- 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.