

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

Field Facilitator – PSN Identification, Validation and Assessment

Project Name	:	Sustainable Solutions and Protection for the Rohingya Community in Camps (CBP) Project (Supported by UNHCR)
Location of Posting	:	Based in Ukhia/Teknaf of Cox's Bazar
Types of contract	:	Fixed-term contract up to December 2026 (renewable depending on funding availability and performance).
Salary and benefits	:	Monthly Gross Salary with other admissible benefits such as mobile & internet allowance, group life insurance etc.

Job Summary:

The Field Facilitator - Case Work (PSN Identification, Validation and Assessment) is responsible for conducting household visits to identify, verify, and assess Persons with Specific Needs (PSNs), documenting findings, facilitating referrals, and providing basic information and support to vulnerable individuals and families. The position serves as the primary point of contact between refugees with specific needs and protection service providers.

Join with morning sessions with the volunteers/targeted participants and weekly meeting/debriefing, monthly meeting, project planning meeting, experience sharing, learning, reporting and documentation and morale-building is also one of the major responsibilities of the position. The position will work under the supervision and monitoring of Associate Officer - Case Work (PSN Identification, Validation and Assessment), and reportable to Officer – PSN Identification, Validation and Assessment.

Key responsibilities include (not limited to):

PSN Identification and Verification (50% of Time)

- Conduct household visits to identify and verify Persons with Specific Needs.
- Review and validate existing PSN information from UNHCR/proGres records.
- Identify protection risks, vulnerabilities, and humanitarian concerns.
- Work closely with Community Outreach Members (COMs) during field outreach activities.

Assessment and Documentation (15% of Time)

- Conduct initial assessments using approved tools and methodologies.
- Collect, record, and maintain accurate beneficiary information.
- Ensure complete and timely documentation of assessments and referrals.
- Update case information in designated databases and case management systems.

Referral and Follow-up (15% of Time)

- Provide information on available services and assistance.
- Facilitate referrals following established referral pathways.
- Follow up on referred cases when required.
- Support implementation of individualized action plans for vulnerable individuals.

Protection and Safeguarding (10% of Time)

- Ensure confidentiality and informed consent throughout the assessment process.
- Apply protection principles, safeguarding standards, and do-no-harm approaches.
- Identify urgent protection risks and immediately notify supervisors.

Coordination and Reporting (10% of Time)

- Participate in case review meetings and debriefings.
- Submit daily, weekly, and monthly activity reports.
- Maintain accurate tracking of visits, assessments, and referrals.

Expected Workload

- Conduct up to 20 household visits per day.
- Conduct up to 10 initial assessments of newly identified PSNs per day.

Relationships

The incumbent will report to the Field Coordinator - COMs and Religious Engagement

Required Educational Qualifications and Experiences

- Bachelor's degree in social work, Sociology, Social Sciences, Development Studies, Psychology, or related field.
- Diploma holders with extensive relevant experience may be considered.
- Minimum 2 years of experience in protection, case management, refugee response, community services, or humanitarian programming.
- Experience working with vulnerable populations is preferred.

Required Technical Competencies

- Knowledge of protection principles and humanitarian standards.
- Strong communication and interviewing skills.
- Data collection and documentation skills.
- Ability to work in multicultural environments.
- Integrity, confidentiality, and professionalism.
- Chittagonian/Rohingya language skills are highly desirable.
- Able to take decisions in a timely manner, prioritize and multi-task seamlessly.
- Orientation to gender sensitivity.
- Ability to work under extreme pressure and meet deadlines.
- Team player with strong experience in multi-cultural and multi-ethnic environments
- Proficient with MS office suite, Kobo collect, SPSS.

Application instructions

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

- The last date of application is **05 September 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.