

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

Outreach & Coordination Assistant

Project	: Nurturing of Youth in Camp Project, Funded by WFP
Location of posting	: Ukhiya/Teknaf
No. of Positions	: 15
Type of contract	: Fixed term contract
Duration of Contract	: From 01 September 2025 to 31 January 2026 (if not extended)
Salary and benefits	: Monthly Gross Salary BDT. 44,490 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary

The Outreach & Coordination Assistant plays a vital role in supporting the implementation of the Nurturing of Youth in Camp (NYC) project within the Rohingya response. This position focuses on facilitating youth engagement in meaningful activities, mentoring, monitoring field operations, managing resources, and ensuring effective documentation and reporting. The role requires active coordination with camp authorities, community leaders, and relevant stakeholders to ensure successful project delivery aligned with the goals of the WFP Resilience Programme. The position emphasizes inclusive youth participation, capacity building, and empowerment for future opportunities.

Key responsibilities include (not limited to):

Facilitation and Monitoring of Field Activities (45% of time)

- Lead and coordinate youth engagement activities, including participant selection, group formation, mobilization, outreach events, and community-based initiatives in alignment with project goals and plans.
- Assist in developing the monthly youth engagement plan in coordination with team members and the line manager and mobilize youth to actively participate in scheduled activities such as training sessions, awareness events, youth corners, and light community-based tasks.
- Promote the active participation of youth through regular mobilization efforts, ensuring diversity and inclusivity in all engagements.
- Conduct regular field visits to monitor activity implementation at the block level, ensuring alignment with program objectives and compliance with established standards.
- Ensure meaningful and equitable participation of all youth in the planned activities.
- Oversee the distribution and effective use of resources related to youth activities, ensuring responsible usage and proper management of materials.

- Collect feedback from participants and community members to evaluate the impact of activities and identify opportunities for improvement.
- Facilitate visits from camp authorities, donor representatives, and other stakeholders to project centers and field activity locations under the NYC initiative.

Communication and Coordination: (25% of time)

- Maintain regular communication with camp authorities and other stakeholders to ensure smooth coordination and alignment with project goals.
- Actively participate in camp and sector coordination meetings.
- Build and maintain positive relationships with community leaders, local stakeholders, and youth groups to enhance program outreach and effectiveness.

Centre Management & Facilitation of Youth Corner: (20% of time)

- Oversee daily operations of the youth corner, ensuring a safe, inclusive, and engaging environment.
- Efficiently manage and utilize center resources, maintaining an up-to-date stock register.
- Provide support to senior project officers in preparing materials and ensuring timely procurement and distribution of supplies.

Reporting and Documentation: (10% of time)

- Maintain accurate records of program activities, including attendance (MoDA and Daily Tracker) and outcomes.
- Prepare and submit timely weekly and progress reports, highlighting achievements, challenges, and recommendations.
- Provide support in submitting reports, letters, and approvals to the Camp-in-Charge office.
- Assist in documenting youth engagement outcomes, lessons learned, and impact assessments.
- Perform any other duties as assigned by the line manager to support the effective implementation of the project.

Required Educational Qualification and Experience

Experience & Training:

- At least 2-3 years of similar work experience in a developmental organization.

Education:

- • A graduate degree in social sciences or a related discipline. Education may consider in terms of having experience.

Required Competencies

- Ability to work under pressure, particularly during emergency situations.
- Excellent communication and interpersonal skills, with experience working with diverse teams and stakeholders.

Technical Skills

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- Experience in NGO humanitarian project implementation in Rohingya response, particularly youth and community engagement.
- Excellent training facilitation skills.
- Familiar with Rohingya and Local dialect.
- Working knowledge of written and spoken Bengali and English.
- Ability to work independently and foster a team spirit.
- Ability to work under pressure and tight deadlines.
- Skills in report writing, documentation.
- Gender sensitive and familiar with humanitarian principles, Human Rights Based Approach.
- Good knowledge of using internet and software packages (i.e. MS Office, etc).

Relationships

- S/he will report to the Project Manager. S/he will work as a team member in this project.

Application instructions

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

- Last date of application is **10 August 2025**
- Please [click here](#) to submit your application. (ActionAid only received applications through this online recruitment module)

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.