

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:

## Youth Development Officer

Project	:	Prevention and Response to Violence against Children and Women in Rohingya Camps and Host communities project funded by UNICEF (Phase V)
Location of posting	:	Ukhiya, Cox's bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 09 May 2023 (if not extended)
Number of Position	:	2
Salary and benefits	:	Competitive salary with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

### Job Summary

The position will support building the youth's capacity, monitoring progress, identifying gaps, and providing handholding support in implementing the youth development program at Youth Development Centre in refugee camps. S/he will be responsible for providing technical support, supervision, and ongoing capacity building to partners/officers based in sites to ensure that programme agenda and youth development programme are implemented in line with donor curricula, and guidelines, and are adapted in consideration of the local context.

### Key responsibilities include (not limited to)

#### Facilitate Awareness and Training Sessions

- Organize and conduct youth development training, awareness sessions and skill development for youth.
- Prepare session and activities plan to achieve project target.
- Maintain attendance and register for the daily session.
- Identify ways to optimize the engagement of young people.
- Explore life skills opportunities for Youth and engaged them in life skill activities.

#### Planning and Monitoring of Youth Development Programme

- Play role as Youth Centre in-charge and supervise community mobiliser and support staff.
- Contribute to the planning of youth development programme.
- Monitor program progress against both programmatic and budgetary targets, adjusting programme design as necessary.

#### Reporting and Other Support Services

- Prepare monthly Youth Centre activity report.

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- Contribute to programmatic reports as per need.
- Submit a case study per month.
- Manage all essential data and information.
- Assist Programme officer in providing timely logistical support for upkeeping Youth Centre, Sports and other recreational activities and training.
- Support sports and recreational officers in implementing the workplan.
- Support community mobilisers in preparing monthly action plan and report.

## Relationships

Youth Development Officer will report to Programme Officer – GBV.

## Required Educational Qualification and Experience

- Graduate in Social Science. Experience in the similar sector will also be considered favourably.
- Specialized training in non-formal and/or technical vocational education or related or similar fields would be an advantage.
- Minimum 2 years of experience with vulnerable/marginalized populations

## Technical Skills

- Proficiency in the local language will be an advantage.
- Capacity for coordination and Networking. Excellent social skills.
- Excellent spoken and written English language skills
- Gender sensitive and familiar with humanitarian principles, Human Rights Based Approach
- Able to take decisions in a timely manner, prioritize and multi-task seamlessly.
- Ability to work under extreme pressure and meet deadlines.
- Team player with experience in multi-cultural and multi-ethnic environments.
- Data management, Proficient with MS office suite

## Application instructions

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

- Last date of application is **Saturday, 04 June 2022**. *Due to emergency, recruitment will be on rolling. The 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***