

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

Associate Officer - Outreach and Coordination

Project Name	:	Nurturing of Youth in Camp (NYC) Project, funded by WFP
Location of Posting	:	Based in Ukhia and Teknaf
Types of contract	:	Fixed-term contract up to 31 December 2026 (renewable depending on funding availability and performance).
Salary and benefits	:	Monthly Consolidated Salary with other benefits such as mobile & internet allowance, group life insurance and medical Insurance only

Job Summary:

The Associate Officer – Outreach & Coordination will support the effective implementation of the Nurturing of Youth in Camp (NYC) project under the WFP Resilience Programme. The role will focus on mobilizing and engaging Rohingya youth in structured activities, supporting mentoring and youth initiatives, monitoring field-level implementation, coordinating with camp authorities and ensuring quality documentation and reporting.

The position will work closely with project colleagues, Camp-in-Charge offices, community leaders, and sectors to ensure smooth delivery of youth engagement activities, proper functioning of youth centers, and meaningful participation of diverse and marginalized youth groups. The Associate Officer will contribute to accountability, inclusion, safeguarding, and learning processes, while supporting the overall quality and visibility of the project.

Key responsibilities include (not limited to):

Facilitation and Monitoring of Field Activities (40% of Time)

- Support the planning and coordination of youth engagement activities, including participant identification and verification, group formation, outreach sessions, youth actions, and community-based initiatives in line with the approved work plan.
- Facilitate Communication with Communities (CwC) capacity development sessions for selected youths and support community-level outreach activities.
- Assist in preparing monthly and weekly activity plans in coordination with the line manager and field colleagues, and mobilize youth for scheduled trainings, awareness sessions, youth corner activities, and light community initiatives.
- Conduct regular block- and center-level field visits to monitor implementation quality, attendance, safety, and inclusiveness, and report gaps or risks to the line manager.
- Support the distribution, tracking, and appropriate use of materials and resources related to youth activities.
- Collect routine feedback from youth participants and community members to assess relevance, satisfaction, and improvement needs.

- Facilitate and support visits of camp authorities, donors, and stakeholders to project sites, including coordination, briefing, and documentation.

Communication and Coordination and Field Collaboration (25% of Time)

- Maintain regular coordination with Camp-in-Charge offices, sector focal points, community leaders, and relevant stakeholders to ensure smooth implementation and compliance with camp protocols.
- Build positive working relationships with camp colleagues and project teams, fostering a respectful and collaborative professional environment to achieve project goals.
- Participate in relevant camp-level and sector coordination meetings and support timely information sharing with the project team.
- Build and maintain positive working relationships with youth groups, guardians, community leaders, and volunteers to strengthen outreach, trust, and community acceptance.

Community Engagement, & Youth Corner Facilitation (20% of Time)

- Support the daily functioning of the youth center/youth corner to ensure it remains safe, inclusive, well-organized, and youth-friendly.
- Coordinate youth-led community awareness and feedback activities in the catchment areas.
- Ensure systematic community feedback collection through trained youth, and support referral and follow-up in coordination with the project team.

Reporting and Documentation (15% of Time)

- Maintain accurate and up-to-date records, including participant databases, MoDA sheets, daily trackers, CBT distribution records, consent forms, and activity files.
- Prepare and submit weekly and monthly progress inputs highlighting outputs, challenges, success stories, and recommendations.
- Support submission and follow-up of official letters, approvals, and documentation with Camp-in-Charge offices.
- Contribute to outcome documentation, case examples, lessons learned, and monitoring and evaluation processes.
- Ensure proper filing and archiving of center documentation, inventories, approvals, and activity reports.

Relationships

The incumbent will report to the **Senior Officer - Programme**.

Required Educational Qualifications and Experiences

- Bachelor's in social sciences or related discipline. Education may consider in terms of having experience.
- Minimum 2-3 years of similar work experience in a developmental organization.

Required Technical Competencies

- 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).

Application instructions

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

- The last date of application is **24 January 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.