

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

## **Coordinator - Livelihood and Skill Development**

(Only women are encouraged to apply)

Project Name	:	UNFPA funded project
Strategic Priority	:	Women Rights & Gender Equity
Location of Posting	:	Cox's Bazar Base with frequent movement to programme locations (Ukhia and Teknaf) as required by work responsibilities
Types of contract	:	Fixed-term contract up to 31 December 2026 (renewable depending on funding availability and performance).
Number of positions	:	01
Salary and benefits	:	Monthly Consolidated Salary with other benefits mobile & internet allowance, group life insurance only

### **Job Summary:**

A dedicated and proactive Coordinator to oversee the operations of the Women-Led Community Centres, Multipurpose Centre, and Women Friendly Spaces in Rohingya refugee camps and host communities. This role entails managing staff, ensuring seamless daily operations, implementing programs, and fostering a safe, inclusive, and empowering environment for women and girls. The coordinator will collaborate regularly with the Camp In-Charge, site management, and various sectors. This position requires frequent travel between sites and regular engagement with refugee communities, partner organizations, and other stakeholders.

### **Key responsibilities include (not limited to):**

#### **Program Coordination & Implementation (40% of Time)**

- Oversee all activities at the Women-Led Community Centers, Multipurpose Center, and Women Friendly Spaces.
- Ensure timely and high-quality service delivery, including skills training, GBV awareness, psychosocial support, and livelihood initiatives.
- Monitor and evaluate ongoing programs, gathering participant feedback to enhance services.

#### **Staff Supervision & Capacity Building (15% of Time)**

- Supervise and support Center Managers, case workers, volunteers and other relevant staff of the facilities.
- Conduct regular mentoring, performance evaluations, and on-the-job training for team members.
- Promote a positive team environment that encourages accountability, respect, and professional growth.

- Capacity development of facility-based staff and volunteers to ensure gender responsive service provision.

### **Stakeholder Engagement & Coordination (15% of Time)**

- Collaborate with the Camp in Charge, protection focal, site management.
- Collaborate with community leaders, camp authorities, partner NGOs, and relevant clusters (especially in GBV, Protection, and Livelihoods).
- Ensure effective coordination with other sectors to provide comprehensive support to women and girls.
- Ensure strong sectoral collaboration, especially with The LSDS and GBV Sub Sector.

### **Centre Operations & Safety (10% of Time)**

- Prepare and Submit MRF, FRF.
- Bill Adjustment
- Implement safeguarding and protection protocols for staff and participants.
- Maintain accurate record-keeping and reporting systems
- Ensure proper stock management and resource management.

### **Monitoring, Reporting & Documentation (20% of Time)**

- Prepare regular activity reports, success stories, and case studies for internal and external use.
- Contribute to donor reports and ensure compliance with donor requirements.
- Assist in data collection and assessments related to women's needs and program impact.
- Capturing learning, challenges and improvement areas through a participatory approach throughout the project implementation period and sharing the learnings with the Project Manager, donor, and other relevant stakeholders.
- Support the Project Manager for need assessment approval, project compilation report, and other required reporting committed to the sector and the government agencies.

## **Relationships**

The incumbent will report to the **Project Manager**.

## **Required Educational Qualifications and Experiences**

- A university degree, preferably a graduate degree in relevant subject areas Social Sciences, Development Studies, Management etc. Experience in the sector will also be considered favourably.
- At least 3 years or more of sound experience in relevant areas especially with focus on refugee response and coordination.
- Clear understanding of gender, human rights, issues surrounding violence against women and girls.
- Experience working in emergency responses targeting vulnerable women and girls.
- Experience working in self-reliance, skill development projects in camp context.
- Clear understanding on GBV response, risk mitigation, and women empowerment activities.
- Demonstrated understanding of and ability to maintain confidentiality and respect for clients.

## **Required Technical Competencies**

- Knowledge and experience with community outreach and mobilization.

- Experience facilitating training and workshops and mentoring others.
- Demonstrated commitment to women's empowerment and protection through current/ previous volunteer or paid work in women's group, girls' clubs or other relevant experience is an added advantage.
- Fluency in local (languages) required.
- The ability to maintain confidentiality and respect in GBV facilities at all times is essential.

### **Application instructions**

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

- The last date of application is **23 December 2025**. 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.

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**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.**