

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

Case Worker – WFS

(Maternity Replacement)

Project Name	:	UNFPA funded Project
Location of Posting	:	Ukhia and Teknaf
Types of contract	:	Fixed-term contract up to 31 December 2026.
No. of Position	:	01
Salary and benefits	:	Monthly Gross Salary BDT. 50,503 with other benefits mobile & internet allowance, medical benefit, group life insurance etc

Job Summary:

The caseworker will be responsible for providing psychosocial and initial case management services and support to the GBV survivor by providing information on individual counseling, follow-up support, and referral pathway services. S/He will provide GBV Case Management, PSS, PFA, and referral support and international standards of GBV case management must be adhered to when providing this aid. This position is created to provide support as a maternity leave coverage for a period of 4 months starting July 11, 2026 to November 11, 2026 at the Women friendly Space of Camp 12.

Key responsibilities include (not limited to):

Provide case management service to all GBV survivors:

- Assess the survivor's need.
- Providing Case Management service. Case File Documentation.
- Develop/ Update the action plan for survivor.
- Refer to responsible person as per survivor's need with inform consent. Follow up the cases.
- Closing the case file with survivor's consent after meeting the needs.

Maintaining communication with other stakeholders on a regular basis:

- Build key relationships with other service providers.
- Communicating with responsible stakeholders on a regular basis before referring the survivors.
- Updating referral pathway on a regular basis.
- Conducting outreach session.

Reporting & Documentation:

- Documentation of all GBV cases with maintaining confidentiality Developing spreadsheet of GBVIMS Data.
- Producing timely quantitative progress report (weekly, Monthly) of case management service.
- Submit the report to the Case Manager on time.

Relationships

The incumbent will report to the Centre Manager – Health Facilities.

Required Educational Qualifications and Experiences

- A University degree preferably in Social Science, Psychology, or a combination of relevant education.
- Minimum 1-2 years' experience working with marginalized communities, social service/development experience or advocacy programs.
- Experience in providing GBV / security.
- Experience working with non-governmental organizations or local government authorities.

Required Technical Competencies

- Good communication skills and abilities to manage training. Responsibility for managing computers and tabs.
- Organizational and management responsibilities.

Application instructions

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

- The last date of application is **30 June 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.