

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

Officer – PSN Identification, Validation and Assessment

Project Name	:	Sustainable Solutions and Protection for the Rohingya Community in Camps (CBP) Project (Supported by UNHCR)
Location of Posting	:	Based in Ukhia/Teknaf of Cox's Bazar
Types of contract	:	Fixed-term contract up to December 2026 (renewable depending on funding availability and performance).
Salary and benefits	:	Monthly Gross Salary with other admissible benefits such as mobile & internet allowance, group life insurance etc.

Job Summary:

The Officer - PSN Identification, Validation and Assessment is responsible for overall planning, management, implementation, monitoring, and quality assurance of the PSN Identification, Validation and Assessment programme. The position ensures that all activities are implemented in accordance with UNHCR guidance, protection principles, case management standards, and donor requirements.

Join with morning sessions. Work with Field Facilitator, Associate Officer, and the volunteers/targeted participants. Join in weekly meeting/debriefing, monthly meeting, project planning meeting, experience sharing, learning, reporting and documentation and morale-building. The position will work under the supervision and monitoring of Field Coordinator – COMs, RE and PSN Identification, Validation and Assessment.

Key responsibilities include (not limited to):

Programme Management (40% of Time)

- Lead implementation of the PSN Identification, Validation and Assessment programme.
- Develop operational workplans and monitoring frameworks.
- Ensure achievement of project objectives, targets, and quality standards.
- Oversee staffing, resource allocation, and operational planning.

Technical Leadership (15% of Time)

- Ensure adherence to UNHCR PSN guidance and protection standards.
- Develop and refine assessment tools, methodologies, and SOPs.
- Provide technical oversight for case management interventions.
- Lead resolution of complex and high-risk protection cases.

Quality Assurance and Compliance (15% of Time)

- Monitor compliance with case management protocols.
- Ensure quality and consistency of PSN assessments and referrals.
- Conduct regular field monitoring and quality reviews.

- Promote accountability, safeguarding, and data protection compliance.

Coordination and Representation (10% of Time)

- Represent the organization in protection sector meetings and coordination forums.
- Liaise with UNHCR, government authorities, and implementing partners.
- Strengthen referral pathways with health, protection, disability, legal, and social service providers.
- Coordinate with camp-level stakeholders and community structures.

Information Management and Reporting (10% of Time)

- Oversee data quality and information management systems.
- Monitor project performance indicators and trends.
- Prepare donor reports, management reports, and analytical summaries.
- Support evidence-based programming through data analysis.

Capacity Building (10% of Time)

- Develop staff capacity-building plans.
- Lead training initiatives on PSN identification, assessment, and case management.
- Promote continuous learning and quality improvement across teams.

Relationships

The incumbent will report to the Field Coordinator - COMs and Religious Engagement .

Required Educational Qualifications and Experiences

- Master's degree in social work, Sociology, Psychology, Development Studies, Human Rights, Public Administration, or related discipline.
- Minimum 5-7 years of progressively responsible experience in protection, case management, refugee response, or humanitarian programming.
- Minimum 3 years in a managerial or technical leadership role.
- Experience working with UNHCR-funded or refugee programmes is highly desirable.

Required Technical Competencies

- Protection and case management expertise.
- Programme management and leadership.
- Strategic planning and decision-making.
- Stakeholder coordination and representation.
- Monitoring, evaluation, and reporting.
- Data protection and information management.
- Strong analytical, communication, and interpersonal skills.
- Fluent English and Bangla (written and spoken).
- Chittagonian/Rohingya language skills are highly desirable.
- Able to take decisions in a timely manner, prioritize and multi-task seamlessly.
- Orientation to gender sensitivity.
- Ability to work under extreme pressure and meet deadlines.
- Team player with strong experience in multi-cultural and multi-ethnic environments
- Proficient with MS office suite, Kobo collect, SPSS.

Application instructions

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

- The last date of application is **05 September 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.