

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:

Associate Officer - Centre in Charge

Project	: Green Skills Development Project, Funded by WFP
Location of posting	: Ukhiya/Teknaf
Type of contract	: Fixed term contract
Duration of Contract	: Up to 31 January 2026 (if not extended)
Salary and benefits	: Monthly Gross Salary BDT. 46,992 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary

The incumbent will be responsible for maintaining day to day centre environment and maintain liaison with sectors and camp in charge office. s/he will be responsible for leading centre-based activities. The position's responsibilities also include in supporting participants selection, requisition of centre materials etc. s/he will be responsible for assisting community mobilizer, trainers and other relevant teams. S/he will be responsible for keeping day to day engagement reports and other reports as well.

Key responsibilities include (not limited to):

Ensure coordination and communication and Oversee the Centre and the Centre Activities (80% of time)

- Assist project team in day-to-day coordination and communication at field level.
- Responsible for maintaining the center environment and center compliances, ensuring center materials, and overseeing the center activities as well.
- Maintenance of all Cash based payment in camp level from the project.
- Ensure all CFW/CBT related documents, i.e., attendance, muster roll, and report are safely and securely stored in Cox's Bazar office in coordination with Officer-Finance.
- Prepare monthly CBT report to the project management with all supporting under supervision of line manager.
- Responsible for ensuring the implementation of youth corner activities.
- Ensure participant's daily attendance with MODA and manually.
- Maintain stock and update register at the camp level and report to the project management.
- Communicate with CIC Office, Camp level other stakeholders.
- Prepare requisition for raw materials and equipment
- Maintain the training equipment that is used at the center.
- Group formation and orientation of project participants
- Assist Officer-MIS and MEAL Officer while maintaining participants database and regular information.
- Any other specific area of responsibility assigned by the project management.

- Generate comprehensive and timely reports on upcycling activities at the camp level, highlighting achievements, challenges, and recommendations for improvement.
- Necessary measures should be taken to meet the target of making upcycling products
- Lead to prepare micro plan and implementation of project activity in the camp level
- S/he must be able to communicate with other teams and units, both programme and functions of AAB.
- Assist and technical support to Sr.& Jr Trainer – Tailoring & Production for production and quality maintain and others task.
- Monitoring and Supervision of production cycle and production process.

Reporting and documentation: (20% of time)

- Ensure daily and weekly programme reporting.
- Consolidate field data, good examples, and lessons learned.
- Maintain and compile updates and report according to the prescribed template for M&E and donor.
- S/he will report to Coordinator -Cooking & Upcycling.
- S/he is expected to maintain functional relationships with his/her peers in team priority, project management team.
- Liaison with government wings and stakeholders, communication with CIC for smooth project operation.

Required Educational Qualification and Experience

Experience & Training:

- At least 1-2 years of similar work experience in a developmental organization.
- The applicants should have experience in CFW payment.

Education:

- Graduate degree in a related discipline. Designing & craft work will be getting preference.

Required Competencies

- Excellent training facilitation skills.
- Ability to work under pressure, particularly during emergency situations.

Technical Skills

- Experience in NGO humanitarian project implementation in Rohingya response.
- 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).

Relationships

- S/he will report to the Coordinator-Cooking and Upcycling. S/he will work as a team member in this project.

Application instructions

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

- Last date of application is **15 February 2025**
- Please [click here](#) to submit your application. (ActionAid only received applications through this online recruitment module)

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.