



Senior Officer - Grant, Compliance & Risk

Oxfam is a global movement of people working together to end the injustice of poverty.

Do you have experience managing institutional donor grants and ensuring full compliance?

Have you supported donor reporting, audits, and contract performance monitoring?

Are you confident in proactively identifying risks and supporting timely corrective actions across complex programmes?

If the answer is yes, then we would like to hear from you.

The role:

Oxfam in Bangladesh is looking for a Senior Officer – Grant, Compliance & Risk to strengthen donor compliance, contract management, risk monitoring, and reporting across a diverse portfolio of institutional grants. The role will ensure strong systems for contract performance monitoring, timely donor submissions, audit readiness, and effective documentation management. This position will also support capacity strengthening of staff and partners on compliance standards, donor rules, and reporting requirements, ensuring risk-aware programme delivery aligned with Oxfam's internal standards and external legal and donor obligations.

The Senior Officer - Grant, Compliance & Risk will cover the following key responsibilities:

- Manage end-to-end donor contract lifecycle, including negotiations, compliance, reporting, audits, and project closure.
- Ensure robust grant management systems and compliance monitoring across programmes and partners.
- Maintain accurate donor, contract, and financial data in Oxfam systems (CRIMSON, PeopleSoft, BOX).
- Track contract performance, budgets vs actuals, risk ratings, and provide timely corrective actions.
- Strengthen capacity of Oxfam staff and partners on compliance, reporting, and donor rules.
- Serve as focal point for donors, affiliates, and programme teams on grant compliance and risk.
- Ensure audit-ready documentation, timely reporting, and adherence to safeguarding and accountability standards.

What we are looking for:

Oxfam in Bangladesh is looking for a candidate who cares about Oxfam's mission towards a just & sustainable world without poverty and is personally aligned to our feminist principles and values of empowerment, accountability, and inclusion in all you do.

An ideal candidate for the role will also be/have:

- Post-graduation in Finance/Accounting/Management (preferably CA course completed)
- Minimum 5 years' experience in financial reporting, budgeting, compliance, and risk management (preferably in an INGO context)
- Strong experience managing institutional donor grants (UN agencies, EU, DFAT, GAC, etc.)
- Proven capacity in donor reporting, compliance monitoring, and audit preparedness
- Strong understanding of donor rules, regulations, and government compliance requirements
- Ability to manage contract systems, documentation, and reporting calendars effectively
- Experience in complex and multi-partner programme environments
- Experience in emergency response and resilience programming

Key Attributes:

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

We offer:

This role will give you an opportunity to make a difference at [Oxfam in Bangladesh](#), to act as key contributor to our Programme team to work with a group of passionate people who are specialists in their fields. At Oxfam, we believe that every aspect of our work can lead to a positive outcome. If you have the same opinion, together with the ability to meet the challenges involved, this role offers scope for immense personal fulfilment – as well as outstanding opportunities to develop your career.

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You can read more about all Oxfam has to offer [here](#).

Location: Dhaka, Bangladesh.

Job type: Fixed Term, Contractual.

Salary & Benefits: as per Oxfam National D1 pay band, starting annual salary for this role is BDT1,452,326.00 (13 months) with other benefits e.g., medical for self, spouse and children, contributory provident fund, gratuity, leave, life insurance, mobile allowance, and other admissible benefits as per the organizational policy. For highly competent & experienced candidates the salary can be negotiable.

[Only Bangladeshi Nationals are eligible to apply]

How to apply:

Please upload an up-to-date CV and a covering letter, clearly explaining your suitability against the essential criteria in the job profile.

- Go to, for external applicants: <https://jobs.oxfam.org.uk>
- Go to, for internal applicants: <https://jobs.oxfam.org.uk/internal>
- Search for the vacancy using the reference number **INT11481** complete the online application process.
- Ensure you submit your application before midnight (GMT) on the closing date. Unless a different time is specified in the advert.

APPLICATION DEADLINE: 03 March 2026

Note:

- We are committed to ensuring diversity and gender equality within our organization and encourage applicants from diverse backgrounds to apply.
- All offers of employment will be subject to satisfactory references, pre-employment medical checks and appropriate safeguarding and counter fraud check, which can include criminal records and terrorism finance checks. Oxfam International Secretariat also participates in the [Inter Agency Misconduct Disclosure Scheme](#).
- In line with this Scheme, if a job applicant has been employed by another member of the scheme, we will request information from that organization about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.
- Applying for positions with Oxfam in Bangladesh does not incur any costs. Any request for payment from parties pretending as Oxfam in Bangladesh should be considered fraudulent.
- Any kind of persuasion in the recruitment process is highly discouraged and any attempt of persuasion will be considered as a disqualification.
- Kindly note that only shortlisted candidates will be contacted.

About Us

Oxfam is a global movement of people working together to end the injustice of poverty.

That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like land rights, climate change and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.

We are an international confederation of 20 organizations (affiliates) plus the Oxfam International Secretariat, working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

All our work is led by our core [values](#): Empowerment, Accountability, Inclusiveness, Courage, Solidarity and Equality.

Our commitment to safeguarding

Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.



OXFAM

INFLUENCING, COMMUNICATION, ADVOCACY AND MEDIA (ICAM) OFFICER

Oxfam is a global movement of people working together to end the injustice of poverty.

Do you have experience in implementing communications, advocacy, and media strategies in humanitarian contexts??

Do you have experience in producing high-quality content, including stories, multimedia, and donor visibility materials?

Do you have experience in engaging with media, digital platforms, and stakeholders to influence policy, narratives, and public perception? If the answer is yes, then we would like to hear from you.

The role:

Oxfam in Bangladesh is looking for an ICAM Officer for the Rohingya Response, Cox's Bazar. This role will support field-level implementation of influencing, communications, advocacy, and media priorities for Oxfam's humanitarian programming. The ICAM Officer will operationalise the Rohingya-specific ICAM strategy, produce compelling content, mobilise digital and media platforms, ensure structured knowledge management, and strengthen narrative positioning to enhance advocacy, donor visibility, and organizational learning.

Key Responsibilities:

- Support the development and implementation of the Rohingya-specific ICAM and advocacy strategy.
- Translate strategic priorities into actionable annual and quarterly plans for Cox's Bazar programmes.
- Produce high-quality content: stories, case studies, blogs, multimedia, donor visibility, and advocacy materials.
- Engage with local, national, and international media; support press briefings, interviews, and spokespersons.
- Mobilise digital platforms and campaigns; track engagement and optimise outreach.
- Establish and maintain structured ICAM archiving and knowledge management systems.
- Coordinate with programme teams, MEAL, partners, and stakeholders to align messaging and operational priorities.
- Ensure ethical, rights-based representation of refugees in all communications.
- Support donor and media visits, including preparation of briefs and field itineraries.
- Document lessons, advocacy outcomes, and communication best practices for organisational learning.

What we are looking for:

Oxfam in Bangladesh is looking for a candidate who cares about Oxfam's mission towards a just & sustainable world without poverty and is personally aligned to our feminist principles and values of empowerment, accountability, and inclusion in all you do.

(summary of essential criteria here)

Key Attributes:

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

We offer:

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You can read more about all Oxfam has to offer [here](#).

Location: Cox's Bazar, Bangladesh.

Job type: Fixed Term, Contractual.

Salary & Benefits: as per Oxfam National D2 pay band, starting annual salary for this role is BDT1,033,995.00 (13 months) with other benefits e.g., medical for self, spouse and children, contributory provident fund, gratuity, leave, life insurance, mobile allowance, and other admissible benefits as per the organizational policy. For highly competent & experienced candidates the salary can be negotiable.

[Only Bangladeshi Nationals are eligible to apply]

How to apply:

Please upload an up-to-date CV and a covering letter, clearly explaining your suitability against the essential criteria in the job profile.

- Go to, for external applicants: <https://jobs.oxfam.org.uk>
- Go to, for internal applicants: <https://jobs.oxfam.org.uk/internal>
- Search for the vacancy using the reference number **INTXX** complete the online application process.
- Ensure you submit your application before midnight (GMT) on the closing date. Unless a different time is specified in the advert.

APPLICATION DEADLINE: 14 March 2026.

Note:

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Our commitment to safeguarding

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OXFAM

Head of Project Management Unit

Oxfam is a global movement of people working together to end the injustice of poverty.

Do you have experience in leading project management portfolios with strong donor compliance, risk management, and grant governance responsibilities?

Do you have experience in developing and implementing partnership strategies, including partner assessment, engagement, and capacity strengthening plans?

Do you have experience in leading teams through change management, managing complex operational challenges, and supporting organizational strategy delivery at senior level?

If the answer is yes, then we would like to hear from you!

The role:

Oxfam in Bangladesh is looking for a Head of the Project Management Unit (PMU) to provide strategic leadership for the overall national portfolio of restricted grants, ensuring high-quality project management, donor compliance, risk mitigation, and effective partnership delivery.

The role will lead the PMU team to strengthen grant management systems, develop and track Detailed Implementation Plans (DIPs), oversee program and financial monitoring of partners, maintain a robust project archive, and ensure regular coordination and communication with donors and relevant Oxfam affiliates. As a member of the Country Management Team (CMT), the Head of PMU will also contribute to shaping the country strategy, operational planning, and organizational growth priorities.

What we are looking for:

Oxfam in Bangladesh is looking for a candidate who cares about Oxfam's mission towards a just & sustainable world without poverty and is personally aligned to our feminist principles and values of empowerment, accountability, and inclusion in all you do.

We are looking for a Project Management professional and champion to lead a diversified team and support a partner based long-term development programmes spread across various geographic locations within Bangladesh. The person must have demonstrated experience to deal with a large team in Bangladesh and maintain functional collaboration across a networked organization globally.

An ideal candidate for the role will also be / have:

- A minimum Post Graduate Degree from a recognized institution/university.
- At least 10 years of overall professional experience, including a minimum of 6 years in project management roles and at least 3 years of proven leadership/managerial experience.
- Demonstrated experience in change management within a large organizational setup.
- Proven capacity in conflict resolution, reconciliation, and strategic negotiations.
- Strong experience and understanding of governance, management systems, and relevant tools/policies.
- Ability to effectively manage complex and high-risk operational situations.
- Ability to perform under high pressure and deliver results within tight deadlines.

Key Attributes:

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

We offer:

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Location: Dhaka, Bangladesh.

Job type: Fixed Term, Contractual.

Salary & Benefits: as per Oxfam National C1 pay band, starting annual salary for this role is BDT2,918,255.00 (13 months) with other benefits e.g., medical for self, spouse and children, contributory provident fund, gratuity, leave, life insurance, mobile allowance, and other admissible benefits as per the organizational policy. For highly competent & experienced candidates the salary can be negotiable.

[Only Bangladeshi Nationals are eligible to apply]

How to apply:

As part of your online application, please upload your up-to-date CV and Cover Letter explaining your suitability against the essential criteria mentioned in the job profile.

- Go to, for external applicants: <https://jobs.oxfam.org.uk>
- Go to, for internal applicants: <https://jobs.oxfam.org.uk/internal>
- Search for the vacancy using the reference number INT11473 complete the online application process.
- Ensure you submit your application before midnight (GMT) on the closing date. Unless a different time is specified in the advert.

APPLICATION DEADLINE: 28 February 2026

Note:

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OXFAM

Senior Programme Officer

Oxfam is a global movement of people working together to end the injustice of poverty.

Do you have experience in managing full project cycles, including planning, budgeting, implementation, and reporting, while ensuring donor compliance and quality delivery?

Do you have experience in coordinating with partners, consultants, and internal teams, and supporting program implementation in humanitarian or development contexts?

Do you have experience in promoting safe programming, community participation, and applying feminist principles in program design and implementation?

If the answer is yes, then we would like to hear from you.

The role:

Oxfam in Bangladesh is looking for a Senior Programme Officer (SPO) to manage assigned projects within the Project Management Unit (PMU), ensuring effective project delivery, compliance, and financial oversight.

The SPO will oversee project planning, budgeting, implementation, monitoring, and reporting; coordinate with partners, consultants, and internal teams; and support safe, inclusive programming approaches. The role contributes to strengthening project management systems, monitoring performance, promoting accountability, and applying feminist principles in decision-making.

Key focus areas include:

- Leading the full project cycle: planning, budget management, activity implementation, monitoring, and reporting.
- Maintaining project documentation and online portals (OPAL, CRIMSON) and keeping stakeholders informed.
- Ensuring financial oversight and risk management, including donor compliance.
- Supporting MEAL processes to capture project outcomes and lessons learned.
- Coordinating with partners, consultants, and internal units to ensure smooth implementation.
- Promoting accountability, community participation, and safe programming approaches.
- Line managing 2–3 staff members, providing mentorship, performance management, and demonstrating feminist leadership practices.

What we are looking for:

Oxfam in Bangladesh is looking for a candidate who cares about Oxfam's mission towards a just & sustainable world without poverty and is personally aligned to our feminist principles and values of empowerment, accountability, and inclusion in all you do.

An ideal candidate will also have:

- A postgraduate degree in Disaster Management, Social Science, or a relevant field.
- At least 5 years of project cycle management experience, including planning, budgeting, implementation, and reporting.
- Solid understanding of Disaster Risk Reduction, Anticipatory Action, Disaster Resilience, Resilience WASH, and Emergency Response.
- Experience in locally led project implementation and, ideally, multi-country projects.
- Strong knowledge of humanitarian principles, community development, and participatory approaches.
- Experience in Cash Transfer Programming (CTP) and Electronic Cash Transfers.
- Ability and willingness to work in field environments.
- Strong analytical, interpersonal, and communication skills, with professional proficiency in English.
- Commitment to gender equity, safe programming, and marginalized communities.

Key Attributes:

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
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Location: Dhaka, Bangladesh.

Job type: Fixed Term, Contractual.

Salary & Benefits: as per Oxfam National D1 pay band, starting annual salary for this role is BDT1,462,326.00 (13 months) with other benefits e.g., medical for self, spouse and children, contributory provident fund, gratuity, leave, life insurance, mobile allowance, and other admissible benefits as per the organizational policy. For highly competent & experienced candidates the salary can be negotiable.

[Only Bangladeshi Nationals are eligible to apply]

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- Go to, for internal applicants: <https://jobs.oxfam.org.uk/internal>
- Search for the vacancy using the reference number INT11474 complete the online application process.
- Ensure you submit your application before midnight (GMT) on the closing date. Unless a different time is specified in the advert.

APPLICATION DEADLINE: 28 February 2026

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