

- Facilitate and support visits of camp authorities, donors, and stakeholders to project sites, including coordination, briefing, and documentation.

Communication and Coordination and Field Collaboration (25% of Time)

- Maintain regular coordination with Camp-in-Charge offices, sector focal points, community leaders, and relevant stakeholders to ensure smooth implementation and compliance with camp protocols.
- Build positive working relationships with camp colleagues and project teams, fostering a respectful and collaborative professional environment to achieve project goals.
- Participate in relevant camp-level and sector coordination meetings and support timely information sharing with the project team.
- Build and maintain positive working relationships with youth groups, guardians, community leaders, and volunteers to strengthen outreach, trust, and community acceptance.

Community Engagement, & Youth Corner Facilitation (20% of Time)

- Support the daily functioning of the youth center/youth corner to ensure it remains safe, inclusive, well-organized, and youth-friendly.
- Coordinate youth-led community awareness and feedback activities in the catchment areas.
- Ensure systematic community feedback collection through trained youth, and support referral and follow-up in coordination with the project team.

Reporting and Documentation (15% of Time)

- Maintain accurate and up-to-date records, including participant databases, MoDA sheets, daily trackers, CBT distribution records, consent forms, and activity files.
- Prepare and submit weekly and monthly progress inputs highlighting outputs, challenges, success stories, and recommendations.
- Support submission and follow-up of official letters, approvals, and documentation with Camp-in-Charge offices.
- Contribute to outcome documentation, case examples, lessons learned, and monitoring and evaluation processes.
- Ensure proper filing and archiving of center documentation, inventories, approvals, and activity reports.

Relationships

The incumbent will report to the **Senior Officer - Programme**.

Required Educational Qualifications and Experiences

- Bachelor's in social sciences or related discipline. Education may consider in terms of having experience.
- Minimum 2-3 years of similar work experience in a developmental organization.

Required Technical Competencies

- Experience in NGO humanitarian project implementation in Rohingya response, particularly youth and community engagement.
- Excellent training facilitation skills.
- Familiar with Rohingya and Local dialect.
- Working knowledge of written and spoken Bengali and English.
- Ability to work independently and foster a team spirit.

Education:

- Bachelor's degree in social science, Development Studies, or related field.

Technical Skills & Knowledge

- Proficiency in the local language will be an advantage.
- Proficient with MS Office suite, Kobo Collect, SPSS
- Community mobilization and facilitation
- Teamwork and coordination
- Clear communication and engagement skills
- Cultural sensitivity and inclusiveness
- Problem-solving and adaptability
- Willingness to work in challenging field environments.

Relationships

- S/he will report to the Coordinator/Deputy Coordinator - Camp Management & NFI. 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 **18 May 2026**.
- 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.

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

Associate Officer - Outreach and Coordination

Project Name	:	Nurturing of Youth in Camp (NYC) Project, funded by WFP
Location of Posting	:	Based in Ukhia and Teknaf
Types of contract	:	Fixed-term contract up to 31 December 2026 (renewable depending on funding availability and performance).
Salary and benefits	:	Monthly Consolidated Salary BDT, 56592 with other benefits such as mobile & internet allowance, group life insurance and medical Insurance only

Job Summary:

The Associate Officer – Outreach & Coordination will support the effective implementation of the Nurturing of Youth in Camp (NYC) project under the WFP Resilience Programme. The role will focus on mobilizing and engaging Rohingya youth in structured activities, supporting mentoring and youth initiatives, monitoring field-level implementation, coordinating with camp authorities and ensuring quality documentation and reporting.

The position will work closely with project colleagues, Camp-in-Charge offices, community leaders, and sectors to ensure smooth delivery of youth engagement activities, proper functioning of youth centers, and meaningful participation of diverse and marginalized youth groups. The Associate Officer will contribute to accountability, inclusion, safeguarding, and learning processes, while supporting the overall quality and visibility of the project.

Key responsibilities include (not limited to):

Facilitation and Monitoring of Field Activities (40% of Time)

- Support the planning and coordination of youth engagement activities, including participant identification and verification, group formation, outreach sessions, youth actions, and community-based initiatives in line with the approved work plan.
- Facilitate Communication with Communities (CwC) capacity development sessions for selected youths and support community-level outreach activities.
- Assist in preparing monthly and weekly activity plans in coordination with the line manager and field colleagues, and mobilize youth for scheduled trainings, awareness sessions, youth corner activities, and light community initiatives.
- Conduct regular block- and center-level field visits to monitor implementation quality, attendance, safety, and inclusiveness, and report gaps or risks to the line manager.
- Support the distribution, tracking, and appropriate use of materials and resources related to youth activities.
- Collect routine feedback from youth participants and community members to assess relevance, satisfaction, and improvement needs.

- Implementation of CLI through Community Engagement and Mobilization.
- Conduct relocation externally and internally.
- Conduct capacity building initiatives for communities, volunteers, and TG members.

Information Sharing & Awareness:

- Develop key messages for community mobilization in coordination with UNHCR, sector partners, and relevant stakeholders.
- Organize information dissemination and awareness activities, including FGDs, safety audits, participatory assessments, household visits, and disaster preparedness campaigns using IEC materials.
- Ensure messages are clear, consistent, and culturally appropriate.
- Ensure information boards, block demarcation boards, and their functionality.
- Conduct assessments for information collection, such as facility mapping, population data, risk area mapping, etc.

Accountability and Safeguarding:

- Provide support to maintain an effective Complaints and Feedback Response Mechanism (CFM).
- Case verification and documentation.
- Ensure community feedback and complaints are documented, referred to, and followed up promptly.
- Integrate protection, gender equality, and accountability principles in all community engagement activities.
- Ensure the safety and well-being of team members and community members by preventing harm, abuse, neglect, harassment, and exploitation.
- support to promote a safe working environment.
- Promote, practice, and uphold ActionAid Bangladesh's safeguarding policies; follow reporting procedures and encourage others to report concerns.

Reporting & Documentation:

- Ensure adequate monitoring mechanisms are in place and progress against implementation plans (CLI).
- Ensure adequate reporting and effective sharing of information amongst all partners, including camp managers.
- Prepare a Daily activity report, support weekly, monthly reports, and highlight the camp situation to the CCCM Program or as per the requirements of the donor and AAB management.
- Draft mid/yearly narrative reports for the donor with accurate facts and figures and other relevant reports as required, including financial reports through regular budgetary follow-up.
- Contribute to the drafting of (external) project progress reports, ensuring the quality and accuracy of technical information provided.
- Contribute to overseeing reporting and data quality on Activity Info in an accurate and timely manner
- Provide meeting minutes, case study, and success reports.

Required Educational Qualification and Experience

Experience:

- 2–3 years' experience in community engagement, mobilization, or CCCM in humanitarian settings.
- Experience working with Rohingya or refugee communities preferred.

- 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).

Application instructions

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

- The last date of application is **19 May 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.

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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.

ActionAid is a global movement of people working together to achieve greater human rights for all and defeat poverty.

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

Associate Officer - Community Mobilization

Project	: Camp Coordination and Camp Management (CCCM) Project, Funded by UNHCR
Location of posting	: Teknaf
Number of positions	: 02
Type of contract	: Fixed term contract
Duration of Contract	: Up to 31 October 2026 (if not extended)
Salary and benefits	: Monthly Gross Salary BDT. 56,592 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary

The Associate Officer – Community Mobilization will support meaningful and inclusive participation of Rohingya communities in CCCM activities through regular community engagement, awareness sessions, consultations, and information sharing. The role will work closely with community volunteers, block leaders, women, youth, persons with disabilities, and other community groups to strengthen accountability, community representation, and two-way communication between affected populations and service providers in line with AGD and AAP principles.

The position will also support safeguarding, protection mainstreaming, Community Engagement, complaint and feedback mechanisms, and community-based emergency preparedness activities. The staff member will coordinate with CiC offices, UNHCR, sector partners, and community structures to identify community concerns, address protection risks, support emergency response messaging, and contribute to reporting, documentation, and evidence-based SCCCM programming in line with ActionAid Bangladesh's humanitarian and rights-based approach.

Key responsibilities include (not limited to):

Community Engagement & Mobilization:

- Identify communities and individuals with specific needs and vulnerabilities; prioritize activities accordingly.
- Organize and facilitate regular Camp/block-level meetings with Camp Management Committee (CMC) members, Thematic Groups, Neighborhood Groups and Site Management Support (SMS) volunteers.
- Mobilize communities through FGDs, KIIs, household visits, consultations, and field observations to support community-led project identification, prioritization, and implementation following CCCM guidelines.
- Build the capacity of community members, block leaders, and volunteers through mentoring, coaching, and on-the-job support.
- Ensure inclusive participation of women, youth, older persons, and persons with disabilities.
- Conduct regular community awareness sessions, door-to-door visits, and participatory campaigns on safety, disaster preparedness, and protection.

<https://actionaidbd.org/>

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