

ActionAid Bangladesh (AAB) is looking for suitable candidate for the following position:

Manager - Community Groups

(Only women are encouraged to apply)

Project	:	Sustainable Solutions and Protection for the Rohingya Community in Camps, funded by UNHCR
Location of posting	:	Ukhiya, Cox's bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	up to 31 December 2021
Number of Positions	:	01 (One)
Salary and benefits	:	Monthly Gross Salary will be BDT. 80,535 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Context

ActionAid is implementing Community Based Protection (CBP) project with UNHCR targeting 88,185 refugees of camp 9, 10, 11 & 12, situated in Balukhali of Kutupalong expansion site in Ukhiya, Cox's Bazaar. The targeted camps have been identified as areas with heightened protection risks. The project includes Women's Leadership, Accountability and Shifting the Power to communities for transformative change.

AAB CBP aims to strengthen and expand the mobilization of the Rohingya communities through their capacity development also through building their agencies.

Key responsibilities include (not limited to)

- Assist Coordinator- Community Groups in the design, planning, implementation, monitoring and evaluation of the community group programme activities.
- Support Coordinator- Community Groups to be run by the group members with support from the AAB tailored to match their capacities.
- Facilitate Coordinator- Community Groups to organize meetings every week at the agreed place, day, and time, which should remain the same every week.
- Support Community Group to develop plan and conduct at least one volunteer service project each month for the members to remain engaged.
- Create environment where group members can also propose personal development, training, and learning activities to strengthen their capacity as volunteers and as a community group.
- Support to conduct capacity building workshop with the members of each group every second month or more frequently if requested by the group.
- Put in place system to linkage with other team and advocate for community concern.
- Attend coordination meetings, share, and respond to questions related to the community group programme and report back key issues / matters that concern the programme to AAB.

- Ensure the community group team are kept abreast of information related to services and relevant actors in the camp.
- Build network with other agencies running refugee volunteer programmes and maintain an up to date mapping of services in the camps.
- Assist Coordinator- Community Groups to put in place a retention strategy and implement plans/activities to ensure high level of motivation and interest among the community group.
- Together with the others team and partners and with support from AAB, support Coordinator Community Groups to identify gaps in knowledge, skills and required attitudes of community group.
- Design and facilitate learning/self-development; activities/organize support to improve the community group performance.
- Assist Coordinator- Community Groups to ensure an efficient referral and case management system is in place with a view to achieve timely and impactful output for the cases.
- Promote collaboration and network with service providers to strengthen referrals.
- Assist Coordinator- Community Groups to ensure a decent and secured filing and documentation system is in place in each camp with regular monitoring on compliance to the SOP.
- In coordination & guidance under Coordinator- Community Groups, identify, secure, and manage space for community group training, daily meeting, and other activities.
- Coordinate with programme unit to ensure payment of support costs to the community group are done on time and in line with the AAB Rules and Regulations.
- Ensure proper planning is in place in terms of material supports (equipment, gear, stationery, visibility materials) in a timely manner.
- Assist Coordinator- Community Groups to collate, review and submit timely and accurate report.
- Set up and maintain database, filing, documentation, and record systems to support all the above-mentioned works.

Relationships

The person holds this position will be reportable to **Coordinator- Community Groups** of this project.

Required Educational Qualification and Experiences

Education

- Bachelor/Master's degree in any discipline from any reputed university preferably in Social Science/Political Science/Development Studies/Anthropology or relevant subject.

Experience

- At least 4 years relevant experience in national or International Development organization.
- A proven record of effective project management in emergencies, including project planning and implementation and supervision.
- Sound understanding of the concepts behind and practical application of humanitarian codes and standards such as SPHERE, IASC Gender Guidelines, HAP, HRBA etc.

Required Competencies

- In depth knowledge of HRBA and gender-based programming, community-based approach, Rohingya language and culture.
- Good interpersonal skills including ability to gain trust and build relationships and experience in working with community people.
- Proven skills in managing community groups, especially with Men, Women and Youth group.
- Able to work effectively with multiple stakeholders in a complex, multi-actor environment.
- Sensitivity to cultural differences.
- Ability to work in a difficult and stressful environment.

- Competence with MS Office applications.
- Fluency in English is required. Proficiency on local language can be an added value.
- Ability to develop analysis in comprehensive reports, KoBo and online database.
- A high respect to client/organization confidentiality.

Application instructions

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

- Last date of application is **Thursday, 22 April 2021**. Due to emergency, recruitment will be on rolling. The interested candidates are requested to apply before deadline.
- Please [click here](#) to submit your application.

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.

Any personal persuasion/phone-call will result in disqualification of candidature. ActionAid Bangladesh has a nonnegotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA) and other Safeguarding concerns (including child abuse and adults at-risk abuse) 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 with ActionAid Bangladesh. Any solicitation of job application costs should be regarded as fraudulent.