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

Manager – Camp Management

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| Project | : | Camp Coordination and Camp Management (CCCM) Project, Funded by UNHCR |
| Location of posting | : | Teknaf, Cox's bazar |
| Types of contract | : | Fixed term contract |
| Duration of Contract | : | Up to 31 December 2023 (if not extended) |
| Number of Position | : | 1 |
| Salary and benefits | : | Monthly Gross Salary will be BDT. 154,327 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc |

Job Summary

The position Manager-Camp Management under the Camp Coordination and Camp Management (CCCM) project is the central communication and coordination focal point to keep good coordination with the camp administration, RRRC officials, donors, sector focal of the different sector, assistance providing actors, local administration, law enforcing agencies and refugee community at large. For day-to-day actions, S/he will coordinate with the respective camp focal from the UNHCR, CCCM Project Manager, and the CiC of the respective camp. The incumbent will engage his supervisees in regular camp management activities which include, functionalization of Complaint Feedback and Response Mechanism (CFRM), reduction of disaster vulnerabilities for the refugee community, continuing the coordination with the CiC, ACiC, Sector focal, CMO, CMA, and different actors, service modality of the humanitarian service providing agencies, advocacy for the humanitarian service providing agencies, and any other services required by the service providing agencies of different sectors.

The Manager-Camp Management will ensure proper utilization of project budget, implementation of activities as per project implementation plan (PIP), and timely reporting on a biweekly basis to the CCCM Project Manager. S/He will capacitate his/her supervisees to ensure SMART operation of CCCM activities collaboration with UNHCR and CiC office.

Key responsibilities include (not limited to)

Camp Coordination and Camp Management

- Act as the focal point for Camp Coordination and Camp Management (CCCM) activities and issues taking place at the Camp level
- Establish and maintain liaison with CiC office, I/NGOs, Sector/Sub-sector/Working Group Focal, relevant actors, and UN Agencies in the camp for smooth implementation of the project.
- Establish and maintain effective intra-camp coordination mechanisms and facilitate participation in inter camp coordination activities
- Identify, analyze, and prioritize camp needs to avoid service duplication and gaps in assistance and protection in coordination with the UNHCR Field Site Management Units.

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- Advocate for the legitimate needs and rights of the camp population through liaison with CiC/Camp Administrator, humanitarian service providers, and other actors.
- Support to organize regular camp coordination meetings set agenda as per discussion with the CiC and prepare meeting minutes.
- Liaise between the camp population and humanitarian service providers and other actors as and when required as well as support to bridge between actors and the CiC office to provide the necessary support for smooth implementation of their projects.
- Supervise the Information Management & Field Monitoring team in database and dataset management, camp profiling, service mapping, developing IEC products, humanitarian gap analyses, and needs assessments and share with the relevant stakeholders.
- Support staff & volunteers to enhance their capacity in DRR preparedness and emergency response at the Camp level and maintain an effective coordination mechanism with the relevant sector and organization to ensure required support for the Camp population in any emergency response.
- Coordinate with government intelligence agencies, police, army, camp administration and the refugee community to ensure security and safety of refugees and service providers.

Accountability and CFRM

- Establish, strengthen and monitor an effective, transparent, and representative community representation system including coordination of service provision and other defined camp activities.
- Manage the community representation focal to effective communication and organize regular meetings with the Community representatives and enhance staff capacity to ensure community representation.
- Support Deputy Manager and relevant staff for the planning and printing of all CwC materials such as posters, leaflets, short SMS, gallery walks, banners, audio messages and infographics, brochures, and flyers.
- Engage with communities closely on a one-to-one or one-to-group sessions to transfer key information and updates on the project.
- Promote and facilitate accountability towards the camp population through the establishment of complaints and feedback mechanism systems and coordinate with the relevant actors and the CiC to address the complaints and feedback in an appropriate referral mechanism.
- Track the closing of the complaints loop by ensuring every complaint is processed and appropriate response to the complainant(s) is generated.
- Make sure the services delivered to the community are aligned with CHS and Sphere standards
- Ensure camp actors are following humanitarian and protection principles
- Lead and supervise sector monitoring and service monitoring
- Ensure camp actors are addressing the gaps identified through service monitoring and sector monitoring

Budget Management

- Support Project budget management
- Forecast monthly cash requirements for AAB's CCCM operations
- Contribute to the development of procurement plans
- Contribute to quality checks and procurement committees to finalize suppliers' selection according to the applicable scenario
- Confirm quality of material selection when applicable
- Ensure proper management and use of the project assets and stocks

- Plan team movements based on available fleet and applicable policies

Reporting and Documentation

- Ensure adequate monitoring mechanisms are in place and progress against implementation plans
- Ensure adequate reporting and effective information sharing amongst all partners including camp managers
- Prepare Biweekly reports and highlights the camp situation to CCCM Programme or as per the requirement of 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 technical capacity building to project staff to improve writing and reporting skills.
- Contribute to regularly reviewing project data, ensuring accurate data collection, and analyzing the data to ensure the meeting of donor targets, and protection key trends for further reporting and analysis.

Relationships

Manager – Camp Management will report to Programme Manager – CCCM.

Required Educational Qualification and Experience

- University degree in Sociology, Development studies, public administration, or equivalent degree in relevant disciplines (flexible in terms of person having working experience in Rohingya Response)
- At least 5 years of experience in humanitarian and/or development organizations with significant experience in managerial position
- Experience in CCCM is highly desired

Technical Skills

- Proficiency in the local language will be an advantage.
- Clear understanding of protection issues, CCCM, human rights, DRR, and resilience
- Understanding on field operation and camp level programme implementation
- Excellent spoken and written English language skills and the capacity to produce quality reports independently.
- Gender sensitive and familiar with humanitarian principles, Human Rights Based Approach
- Able to take decisions in a timely manner, prioritize and multi-task seamlessly.
- Ability to work under extreme pressure and meet deadlines.
- Team player with experience in multi-cultural and multi-ethnic environments.
- Data management, Proficient with MS office suite

Application instructions

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

- Last date of application is **Saturday, 08 July 2023.**
- 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.

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