

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

Associate Programme Officer

Directorate : Programme, Policy & Campaigns
Project : FGGIII Project
Location of posting : Dhaka
Types of contract : Contractual
Contract Duration : 31 December 2025
Number of position : 1 (One)
Salary and benefits : Monthly Gross Salary will be **45,998/-** with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance etc.

Job Summary

The purpose of the position is to achieve the target of the project through supporting Civil Society Organisations (CSOs) including their platforms, networks and communities. Specifically, to support their policy advocacy, campaign, policy brief, report generation, public meetings and events, support to Human Rights Defenders (HRDs) to ensure human rights, land and energy rights, and the protection of the environment. Supports to the team according to the program, policy and strategic direction. Also responsible for attaining the emerging and priority issue that required by the organisation.

Key responsibilities include (not limited to)

Support to policy advocacy, Lobby and Campaign (30% Time)

- Assist to provide policy and technical support to the team, CSOs and grass-roots organisations on advocacy initiatives to improve policies and practices promoting green and renewable energy, energy justice and property rights.
- 2. Assist to develop and create evidence for advocacy, lobby and campaign for influencing policymakers, value chain actors and other policy stakeholders at the local, national and international levels.
- 3, Support to organise training, workshop, seminar and multi-log at local, national and international levels for capacity building on advocacy, lobby and campaign.

Support to build and maintain network, alliance and liaison (20% Time)

- Support to build links of local, national and international level human rights defenders and CSOs for developing or collecting documents, organising events, active agencies, media and CSO mobilisation.

Support to report writing in English and Bangla (20% Time)

- Support to prepare periodic reports based on needs and requirements. Prepare case studies and issue-based reports.

Support to manage team, partners and CSOs (30% Time)

- Support to manage the team and develop capacities of project local partners, CSOs and community through meetings, workshops and training.

Relationships

Associate Programme Officer will report to **Project Manager – FGIII Project** of ActionAid Bangladesh. S/He has to maintain functional relationship with his/her peers, greater programme team including project teams under PPC Directorate and organisation's priority teams. S/He must be able to communicate with other teams and units both programme and operational.

Required Educational Qualification and Experience

- Bachelor's degree in Public policy and Governance, Environmental science, Development studies or any other relevant field of study
- Two years in relevant experience (preferably on green and energy transition, human rights, environment and climate change) in any development organisations.
- Working experience with civil society platform and networks and young people

Technical Skills

Generic:

- Working Knowledge on energy, land and environmental policy/acts, displacement, safeguard mechanism, research work and human rights.
- Energy sector, corporate conduct, human rights and ecological justice issues.
- Advocacy & campaign on the mentioned areas.
- Grass-root mobilisation on human right related issues.
- Experience of preparing quality policy brief, program and event report reports.

Technical:

- Report writing in English and Bangla.
- Computer literacy on MS Office and database.
- Presentation and facilitation with participatory approach.
- Communication and liaison with policy stakeholders, CSOs and partners.

Application instructions

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

- Last date of application is **Tuesday, 15 March 2021**
- 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 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 fund / money from job applicant should be regarded as fraudulent.