

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



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

## **Associate Programme Officer**

Directorate : Programme, Policy & Campaigns  
Unit : Resilience and Climate Justice  
Project : Energy Transition Project  
Location of posting : Dhaka  
Types of contract : Contractual  
Contract Duration : 28 February 2023  
Number of position : 1 (One)  
Salary and benefits : Monthly Gross Salary will be **48,298/-** with other admissible benefits such as mobile and internet allowance, medical benefit and group life insurance coverage etc.

## **Job Summary**

The purpose of the position is to achieve the target of the energy transition project through supporting Civil Society Organisations (CSOs) including their platforms, networks and communities. Specifically, to support their policy advocacy, campaign, evidence generation, public meetings and events, support to Human Rights Defenders (HRDs) to ensure human rights, energy rights and the environment protection. 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)**

### **Achieving Project Outcomes (60% Time)**

- Organize public events such as workshops, seminars, and consultation meetings at the local and national levels.
- Periodic and issue-based report writing in both English and Bangla.
- Assist partners to prepare programs and financial reports in due time.
- Assist to develop working papers and advocacy-campaign materials.
- Support to enhance the capacity of community and CSO regarding organization building, advocacy and campaign.
- Assist in research work and prepare policy briefs.

### **Logistics Management (30% Time)**

- Support in fund disbursement to the partners and consultants.
- Assist in organising team meetings.
- Assist in producing publications and printing.

- Arrange field visits when required including float collection, adjustment, and preparing field visit reports.
- Assist in hiring consultants and purchase materials.
- Assist to team during grant proposal submission to donors.

#### **Other Engagements (10% Time)**

- Attend all staff meetings and events.
- Participate in the different committees when assigned by the line manager.
- Read and understand AAB mission, vision, theory of change and policies.

### **Relationships**

Associate Programme Officer will report to **Project Manager** 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 with adequate knowledge on
  - i) Civil Society/Citizen platforms, Networking, Policy Advocacy, and Campaign
  - ii) Green Energy, Ecology and Climate justice
  - iii) Human Rights and Corporate Accountabilities
  - iv) Community Empowerment
  - (v) Online campaign and virtual materials development) in any development organisations.

### **Technical Skills**

#### **Generic:**

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

#### **Technical:**

- Writing and speaking in English and Bangla.
- Computer literacy on MS Office, database, and graphics.
- Presentation and facilitation with a 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 **Saturday, 23 April 2021**

- Please [click here](#) to submit your application.

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**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.**