

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:

## **Fellow - Just Energy Transition**

Project	: Just Energy Transition
Unit/Priority	: Resilience & Climate Justice
Location of posting	: Dhaka
Type of contract	: Fixed term contract
Duration of Contract	: 11 months (if not extended)
Honorarium/Payment	: Monthly BDT. 30,000 with other benefits such as group life insurance only

### **Job Summary**

ActionAid Bangladesh, a leading international non-governmental organization working for social justice, equality, and poverty eradication through community-driven development. This fellowship position at ActionAid Bangladesh is designed to provide young professionals with hands-on experience in advancing a fair and sustainable energy transition in Bangladesh. The Fellow- Just Energy Transition (JET) will support ActionAid Bangladesh's Just Energy Transition portfolio. The position will work closely with the JET team and JETnet-BD network with a focus on just energy transition through a justice and equity lens. The Fellow will contribute to produce advocacy and campaign materials, managing social media pages of JETnet-BD, identifying policy gaps, supporting community and CSO mobilization, and managing study support, data, and the monthly newsletter. The position will also involve organizing advocacy and campaign events, workshops, seminars, and other project-related activities, as well as assisting in addressing organizational priorities and emergencies as required.

### **Key responsibilities include (not limited to):**

#### **Mobilization and Campaign - Advocacy Development (40% of time)**

- Plan, develop, and execute campaign and advocacy plan related to just energy transition, including digital content creation.
- Collaborate with the network members and local communities to raise awareness, mobilize support, and organize events.
- Engage with stakeholders and community leaders to advance campaign and advocacy objectives.
- Facilitate community meetings, workshops, and capacity development initiatives.
- Manage and regular updates of Just Energy Transition Network's (JETnet-BD) social media pages, ensuring timely dissemination of research findings, campaign messages, and advocacy materials.

<https://actionaidbd.org/>

Find us also in [Facebook](#) and [Twitter](#) for regular updates!

### **Research and Analysis: (300% of time)**

- Support advocacy efforts by researching and preparing policy briefs, reports, and other advocacy materials.
- Conduct research on relevant topics to inform campaign strategies and advocacy efforts
- Provide study support, including literature review, data collection, and analysis to strengthen programme evidence.
- Manage data and documentation systems to ensure accurate and accessible information for the team.
- Contributes to the preparation and circulation of the monthly newsletter, highlighting key updates, research findings, and campaign progress.

### **Monitoring, Evaluation, and Reporting: (20% of time)**

- Assist in monitoring and evaluating the impact of campaigns, advocacy efforts, research initiatives, and other activities.
- Prepare regular reports and case studies on the progress and outcomes of various initiatives.

### **Monitoring, Evaluation, and Reporting: (20% of time)**

- Provide support to the team in various tasks and initiatives to ensure smooth collaboration and workflow.
- Assist team organizing local and national level roundtables, meetings, workshops, and training sessions.
- Contribute to the development of internal resources and tools to enhance team efficiency

## **Required Educational Qualification and Experience**

### **Experience & Training:**

- Preferably one year of relevant experience (preferably in green and energy transition, human rights, environment and climate change) in any development/civil society organisation.
- Working experience with civil society platforms, networks, community and young people
- Advocacy experience in energy, environmental justice, human rights is preferable.
- Proficiency in basic design tools for creating visually compelling content for social media and digital platforms is preferable.
- Willingness to learn and stay updated on global trends.
- Openness to travel across Bangladesh.
- Strong communication skills in Bengali and English.
- Ability to work collaboratively with diverse stakeholders.
- Commitment to just energy transition principles.

### **Education:**

- Bachelor's Degree in Social Science, business or related field.

## **Required Competencies**

- Skill on documentation and reporting
- Good interpersonal skills
- Ability to work under pressure and deadlines

- Working experience in report writing, evidence collection and case study
- Excellent written and verbal communication skill both in Bangla and English
- MS Office packages
- Card/post Design skills using canva, illustration etc.

## Relationships

- S/he will report to the Programme Officer – Capacity Building & Campaign. 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 **27 December 2025**
- Please [click here](#) to submit your application. (ActionAid only received applications through this online recruitment module)

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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 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.*