

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 candidates for the following position:

Fellow - Programme and Partnership Development (PPD)

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| Unit | : | Programme and Partnership Development (PPD) |
| Location of posting | : | Dhaka |
| Types of contracts | : | Contractual |
| Duration of contract | : | Up to 31 December 2026 |
| Number of positions | : | 01 (One) |
| Remuneration and Benefit | : | BDT. 30,000 per month with group life insurance coverage |

Job Summary:

The Fellow/Young Professional will support the PPD unit in developing concept notes and project proposals as part of ongoing fundraising efforts. The role will focus on learning and contributing to building connections with AAB's programme teams, finance and MEAL units, and institutional donors. The position will also support donor engagement and basic grants management tasks for ongoing projects, including drafting donor briefs and capacity statements, assisting in the review of donor reports, and coordinating with relevant teams to ensure timely and accurate submissions.

Key responsibilities include (not limited to):

Proposal Development

- Support proposal development process including donor mapping, developing call briefs, Go/No Go checklists and ensure proper documentation and process flow capture.
- Support design workshops/ solutioning exercise, effectively capturing the key essence of ActionAid's approaches and unique propositions.
- Assist AAB Programme, teams in needs assessments, problem analysis, logical framework development, risk assessment and stakeholder analysis.
- Assist PPD unit in developing donor engagement strategies, fundraising performance analytics and reports.

Grants Management & Reporting

- Identify/collate reporting commitments (programmatic & financial) of ongoing projects and follow up with project managers before submission deadlines.
- Assist Project Managers to ensure donor requirements (as per project proposal and MoU) are met and all reports submitted to the donor are of 'good' quality.
- Participate in monitoring of projects for aid effectiveness and enhanced accountability.

Knowledge Management and Fundraising Communications

- Prepare and regularly update project and donor information database, fundraising dashboard, donor reporting calendar and knowledge repository.
- Assist in project related information gathering and generating reports for Board, SLT and ELT meetings.
- Research and analysis of key thematic issues pertaining to AAB's areas of interest and operation to aid in proposal/ concept note development or programme innovation.
- Contribute to the organizational profile development, (presentations/information pack/case stories/impact stories) to highlight AAB's experience to current and potential donors, fundraising campaigns and events as required to showcase the organisation and its work to the external audience.

Relationships

Fellow – PPD will report to Manager - PPD.

Required Educational Qualification and Experiences

Education

- Bachelor's degree in communication, business administration, social sciences, or a related field.

Experience

- At least 1 year of working experience in any national or international organisations.

Other Requirements:

- Experience through internships, volunteering, campus engagement, or entry-level roles in the development sector, NGOs/INGOs, youth or volunteer organisations, sales/marketing, social media management, or content development.
- Basic familiarity with Excel and data analysis tools, with willingness to learn further.
- Strong writing skills in English, with the ability to draft clear and concise content.
- Excellent written and verbal communication skills in both English and Bengali.
- Strong interpersonal skills and the ability to collaborate effectively with colleagues, partners, and stakeholders.
- Analytical mindset with the ability to interpret data and generate simple insights under guidance.
- Proactive, eager to learn, and able to work both independently and as part of a team.

Application instructions

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

- The last date of application is **11 January 2026 (Sunday)**
- Please **Click Here** to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce, ensuring equal opportunity for 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.

NB: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from job applicants should be regarded as fraudulent.