

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

Programme Officer – Resilience and Climate Justice

Department	:	Programme, Policy and Campaigns
Strategic Priority	:	Resilience and Climate Justice (RCJ)
Location of posting	:	Dhaka
Types of contract	:	Contractual, Up to 31 December 2028
Number of position	:	1 (One)
Salary and benefits	:	Monthly Gross Salary will be BDT. 81,781 with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance, mobile & internet allowance etc, as per HROD Policy.

Job Summary:

This position is designed for a professional with technical and operational expertise in community engagement and climate action. The position will also be responsible for supporting the Resilience and Climate Justice team in terms of knowledge management and designing programs and policy interventions to deliver the country's strategy of ActionAid Bangladesh. In addition, the position will contribute to research initiatives related to Climate Justice and document evidence. The position requires a clear understanding of climate justice and the current state of affairs, especially the role of young people in taking climate action.

S/he should have sound knowledge of human rights-based approach, partnership management and should be willing to work with disadvantaged communities affected by climate change and disasters. S/he must have networking and liaison capacity to build and maintain relationships with relevant agencies, departments, and I/NGOs to mobilize and influence climate justice agenda and policy applications/implementations at national and international levels. S/he should have demonstrated experience in conducting research of different natures and managing research based projects. The position should have strong coordination and communication skills and should be a team player to contribute effectively in a diversified working environment.

Key responsibilities include (not limited to):

1. Programme management, implementation and documentation (50%)

- Provide management support to the Resilience and Climate Justice Team. Help to define and identify activities.
- Contribute to project implementation by providing technical support to integrate climate justice and equitable, inclusive adaptation approaches.

- Facilitate partners engagement on relevant projects.
- Develop contents with team for communication.
- Plan and design pilot initiatives in specific focus on adaption, water management, and just transition etc.
- Documentation of reports and any other supporting documents relevant to the projects by coordinating with the respective teams.

2. Participate and engage in the research, knowledge management and evidence generation to facilitate advocacy and campaign at national and international level (20%)

- Contribute to research and advocacy with knowledge and expertise.
- Collaborate with various stakeholders and internal departments of ActionAid Bangladesh to validate the research fundings and knowledge products.
- Develop policy briefs and working papers on the thematic areas of resilience and climate justice.
- Plan and implement action research in our working areas on the priority areas, i.e., Locally-led Adaptation, Water Governance and Management, Climate Resilient Sustainable Agriculture (CRSA), and Just Transition etc.

3. To engage in networking, mobilization and Campaign (15%)

- Support the mobilization of networks, platforms, experts, and practitioners for advocacy and campaign efforts.
- Organize and facilitate various events at local and national level aligned with the various advocacy and campaign in collaboration with the partners, networks and ActionAid Bangladesh's internal departments.
- Documentation of actions to profile climate action for social media.

4. Support Organizational Priorities (15%)

- Collaborate with the fund-raising initiatives and project developments.
- Share knowledge and expertise with other Programme and Organizational priorities.
- Draft and develop technical concept notes, deliverables as part of team support to RCJ and Partnership Development Teams.

Relationships

The person holding this position will be directly reportable to the Manager of Resilience and Climate Justice Priorities. S/he engage and support to the other strategic priorities and support units. S/he retains a close working relationship with relevant project teams for accelerated and effective implementation of projects. As ActionAid Bangladesh work with the local partners to implement the programme and projects, the incumbent will maintain regular communication with the partner organizations.

Required Educational Qualification and Experiences

Education

- Minimum Post-Graduation on Disaster Management, Environment Science, International Relations, Development Studies, or any other field of Social Sciences.

Experience

- At least 02-03 years of experience with International or national NGOs. Experience in partnership management, programme development, and programme implementation.

Required Competencies

- Understanding of rights-based development and Post 2015 Framework;
- Knowledge on Public finance management, Social accountability tools, human rights based approach, and community development model;
- Understanding of social justice movements on Sustainable Development;
- Good written and verbal communication, both in English and Bangla Good technological knowledge and skill i.e., MS Word, MS PowerPoint, MS Excel, and others. Good communication, facilitation, presentation, and representation skills;
- Ability to work under pressure, decision making, and multi-tasking;
- Demonstrates ability to identify and implement opportunities for innovation;
- Experience in organizing training and workshops;
- Ability to work alone and in team composition;
- Understanding of advocacy, campaigning, and communications and how they contribute to achieving programme goals.

Required Competencies

- **Leadership** : Ability to follow instructions and complete assigned tasks efficiently and to take decisions independently.
- **Emotional Intelligence**: Understanding and recognition of own emotions and their impact on others and respond accordingly. Can manage stress well.
- **Communication & Collaboration**: Possess effective communication skills to interact with colleagues and stakeholders. Coordinate with team members to provide support as required.
- **Problem Solving Skill** : Ability to identify root-cause,analyse and propose alternative solutions based on their understanding of the organisation's policies and procedures.
- **Networking** : Ability to build relationships with colleagues and external stakeholders. Initiates or engages in networking activities and events and provide relevant information to external stakeholders and different forms with proper evidence.
- **Learning Agility**: Reflects on past experiences and uses that knowledge to inform future actions. Adapts to new work processes or technology with minimal guidance. Seeks out information and resources to expand their knowledge beyond their immediate responsibilities. Willingness to receive feedback and address those feedback positively.
- **Decision Quality** : Demonstrates sound judgment in routine decision-making situations. Understands the potential consequences of decisions and seeks input from others when appropriate. Open to feedback and willing to adjust decisions based on new information.

Application instructions

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

- The last date of application is **06 January 2025**

- 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.