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

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

# Associate Officer – Policy Research & Advocacy

## *(Internal Vacancy Announcement)*

Location of posting   :   Dhaka

Unit   :   Policy Research & Advocacy

Types of contract   :   Contractual, Up to December 2028

Number of position   :   1 (one)

Salary and benefits   :   Gross Salary with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance, etc., as per HROD Policy.

## Job Summary

The Associate Officer will be responsible for supporting all aspects of policy research and advocacy initiatives. This role will support the development and implementation of evidence-based policy research and advocacy initiatives aimed at advancing organizational goals. The ideal candidate will possess strong research skills, an understanding of public policy, and a commitment to driving social change through informed advocacy. The research and analyses conducted by the Associate Officer will be integral to informing and facilitating the organization's program and advocacy efforts. S/he will therefore play an important role in supporting the organization's efforts to promote positive social change. The role involves communication and collaboration with internal and external stakeholders and contributes to advancing the organization's mission and goals.

## Key responsibilities include (not limited to)

***Manage and Support Organization's Policy-based and Programmatic Research and Analysis (Time Allocation: 60%)***
***Research:***

- Conduct in-depth research on relevant policy issues aligned with the organization's mission.
- Use in-house and secondary data to inform research, advocacy, and program design.
- Conduct literature reviews and background research on socio-economic topics to support ongoing projects.
- Track socio-economic indicators, global indexes, and policy changes to guide research efforts.

- Lead or assist in field-level data collection efforts and maintain accurate and confidential documentation of interviews and data collection processes.
- Input collected data into internal databases and support database optimization.
- Conduct due diligence on data sources to ensure legitimacy and minimize biases.
- Analyze datasets using statistical software (e.g. SPSS, Stata) and conduct literature reviews to support research and advocacy projects.
- Analyze qualitative data using appropriate frameworks or software (e.g. NVIVO)
- Conduct analysis of sectoral developments to support the organization's work.

### *Report Drafting and Presentation:*
- Draft, edit, and finalize comprehensive research reports, policy briefs, and other documents.
- Create data-driven presentations that visually communicate complex findings.
- Simplify technical content into accessible summaries for non-technical stakeholders.
- Draft articles and communication materials to share research insights with diverse audiences.

### *Technical and Outreach Support:*
- Provide research, writing, and editing support for reports and documents.
- Conduct technical review of research processes, outputs and reports undertaken by technical offices and/or external institutions.

### Support Organization's Advocacy and Campaigns *(Time Allocation: 15%)*

- Support the Manager in streamlining advocacy processes and ensuring the alignment of strategies with organizational priorities. Assist with HR operational and administrative tasks as required.
- Undertake research to support AAB's advocacy and campaign efforts, including collecting and analyzing relevant policy data. Assist in organising and coordinating staff engagement initiatives.
- Draft and develop policy briefs, position papers, fact sheets, and other advocacy materials to be distributed to key stakeholders such as policymakers, civil society organizations, and the general public.
- Track and monitor legislative and policy developments at both national and international levels and keep updated about relevant government actions, policy shifts, and emerging issues that could impact advocacy efforts.
- Support the monitoring and evaluation of AAB's advocacy and campaign initiatives to assess their progress and effectiveness.

### Operations and Management *(Time Allocation: 25%)*

- Support the development of monitoring and evaluation frameworks for policy research and advocacy.
- Assist in organizing training materials and capacity-building activities for both internal teams and external partners.
- Share research insights to enhance understanding of key policy issues within the organization.
- Contribute to the development and maintenance of an electronic knowledge management system to streamline research and knowledge sharing.

- Maintain organized files, research libraries, and resources for easy access to support research and advocacy work.
- Organize meetings, workshops, and other research-related events.
- Facilitate communication and information sharing between internal teams and stakeholders.
- Track and update periodic progress reports for internal stakeholders and funders.
- Maintain stakeholder matrices, contact lists, and communication channels for outreach efforts.
- Manage submissions to journals and publications, ensuring access to relevant studies and resources.
- Design templates, formats, and workflows to improve research and reporting efficiency.

## Educational Qualification and Experience

- Master's degree in Economics, Social Sciences, Public Health or any other relevant field.
- At least 2 years of experience working in research initiatives or projects as a research assistant.
- Familiarity with relevant policy areas (e.g., climate change, women rights, etc.).
- Experience working with stakeholders such as government officials, non-governmental organizations (NGOs), and/or academic institutions is a plus.

## Required Competencies

### Essential Skills

- Analytical and problem-solving skills, including a knowledge of statistical applications and techniques.
- Sound organizational and data management skills, and ability to handle several responsibilities and work under tight time constraints.
- Ability to work without direct supervision, paying close attention to detail and bearing independent responsibility for data accuracy.
- Ability to use tact, discretion, and sound judgment when dealing with confidential information.

### Computer Proficiency

- Proficient in MS Office applications (Word, Excel, PowerPoint, Outlook)
- Proficiency in the use of analytical and statistical software packages such as SPSS, STATA, Matlab, SAS and/or NVIVO.
- Familiarity with database management tools would be a plus.

## Application instructions

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

- Last date of application is **14 January 2026**
- Please **click here** to submit your application.

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**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.

N.B: 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.