

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

Associate Programme Officer – Research & Documentation

Department	:	Programme, Policy and Campaigns
Strategic Priority	:	Resilience and Climate Justice (RCJ)
Project Name	:	Just Energy Transition
Location of posting	:	Dhaka
Types of contract	:	Contractual, Up to 30 September 2027
Number of position	:	1 (One)
Salary and benefits	:	Monthly Gross Salary will be BDT. 63,310 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:

ActionAid Bangladesh, a leading international non-governmental organization committed to social justice, equality, and poverty eradication through community-driven development, is implementing the Just Energy Transition (JET) Programme to promote equitable access to renewable energy, strengthen evidence-based policy advocacy, and support a fair and sustainable energy transition in Bangladesh.

The Associate Programme Officer – Research & Documentation will provide technical and operational support to the JET team in research, documentation, knowledge management, and evidence generation initiatives. The role will assist in collecting, compiling, and analyzing information from studies, field interventions, campaigns, and stakeholder engagements to support programme learning and advocacy efforts. The incumbent will contribute to the development of reports, policy briefs, case studies, communication materials, and other knowledge products, while maintaining organized project documentation and databases. The position will also support the coordination of research activities, learning events, workshops, dialogues, and stakeholder consultations to strengthen organizational knowledge and evidence-based programming, in line with the priorities of the JET programme and ActionAid Bangladesh.

Key responsibilities include (not limited to):

1. Research, Documentation and Knowledge Management (40%)

- Support JET team in conducting research on energy transition trends, technologies, policies, and good practices relevant to project objectives.

- Support data collection, compilation, verification, and preliminary analysis from field activities, studies, and secondary sources.
- Assist in drafting reports, case studies, policy briefs, learning documents, presentations, and other knowledge products.
- Maintain databases, archives, and documentation repositories to ensure proper knowledge management and institutional learning.
- Support coordination with consultants and research institutions to ensure quality and timely completion of studies.
- Document project achievements, learning, evidence, and best practices for advocacy and communication purposes.

2. Programme Coordination and Implementation Support (20%)

- Support implementation of project activities and follow up on assigned work plans and deliverables.
- Assist in organizing field visits, workshops, consultations, seminars, dialogues, and meetings.
- Prepare meeting minutes, activity reports, progress updates, and event documentation.
- Coordinate with internal departments including Finance, Administration, HR, and Communications for smooth implementation of activities.
- Track project activities and maintain records of outputs, participant data, and project documentation.
- Support identification and documentation of implementation challenges and lessons learned.

3. Capacity Building, Advocacy and Communication Support (20%)

- Monitor and share updates on national and global developments related to energy transition, climate, and renewable energy with the team.
- Assist in preparing training materials, presentations, briefing notes, and learning resources.
- Support workshops, training sessions, webinars, and policy dialogue events through logistical and documentation support.
- Conduct background research and prepare information materials to support advocacy and campaign initiatives.
- Contribute to knowledge-sharing platforms, publications, newsletters, and digital communication products.

4. Stakeholder, Partner and Community Engagement Support (20%)

- Assist in organizing and implementing Community-led Action Research and other evidence-generation initiatives under the guidance of the supervisor and relevant team members.
- Support communication and coordination with partners, consultants, CSOs, academic institutions, and community groups.
- Support inclusion of marginalized and affected community voices in consultations and documentation processes.
- Assist in maintaining relationships with key stakeholders, networks, CSOs, academic institutions, and government counterparts.
- Compile stakeholder feedback, lessons learned, case studies, and community perspectives.

Relationships

The person holding this position will be directly reportable to the Programme Officer – Just Energy Transition. S/he engage and support to the other strategic priorities and support units.

Required Educational Qualification and Experiences

Education

- Bachelor's degree in Development Studies, Environmental Science, Public Policy, International Relations, Social Science, Economics, or any other relevant discipline.
- Additional training in research methodology, data management, documentation, knowledge management, climate change, renewable energy, or development programming will be considered an asset.

Experience

- Minimum 2 years of relevant professional experience in development organizations, research institutions, NGOs, think tanks, or similar organizations.
- Experience in research support, data collection, report writing, documentation, knowledge management, and evidence generation.
- Experience working with community groups, civil society organizations, networks, youth groups, or development partners.
- Practical experience in preparing reports, case studies, success stories, meeting documentation, and knowledge products.
- Familiarity with project implementation, stakeholder engagement, and event coordination.
- Willingness to learn and stay updated on developments related to energy transition, climate change, environmental sustainability, and development issues.
- Willingness to undertake frequent field visits across Bangladesh.
- Strong communication and interpersonal skills in both Bangla and English.
- Ability to work collaboratively within multidisciplinary teams and engage effectively with diverse stakeholders.
- Commitment to the values and principles of Just Energy Transition, social justice, and sustainable development.

Technical Skills

- Basic understanding of energy, environment, climate change, land rights, human rights, governance, and sustainable development issues.
- Knowledge of research methods, data collection tools, documentation processes, and information management systems.
- Demonstrated ability to prepare quality reports, policy briefs, case studies, learning documents, and event reports in both Bangla and English.
- Strong written, editing, proofreading, and documentation skills.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint) and online collaboration tools.
- Ability to organize, maintain, and manage project data, records, and documentation repositories.
- Skills in presentation preparation, meeting facilitation support, and event documentation.
- Ability to coordinate and communicate effectively with partners, consultants, CSOs, government agencies, and other stakeholders.
- Experience in qualitative and quantitative data compilation and analysis will be considered an advantage.

Knowledge of database management, digital knowledge-sharing platforms, and content management systems will be an added advantage.

Application instructions

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

- The last date of application is **08 September 2026**
- 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.