

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

Project Coordinator

Strategic Priority	:	Resilience and Climate Justice
Project Name	:	Powering Change: Advancing a Just and Sustainable Energy Transition in Bangladesh, Funded by TARA Climate Foundation
Types of contract	:	Fixed Term (up to July 2025)
Number of position	:	1 (One)
Salary and benefits	:	Monthly Gross Salary will be BDT. 98,806 with other admissible benefits such as medical insurance for staff and immediate family members, group life insurance, mobile & internet allowance etc, as per HROD Policy.

Job Summary:

ActionAid Bangladesh, a leading International Non-Government Organization that works towards social justice, equality, and poverty eradication through community-driven development programmes, is seeking a dedicated and dynamic individual to join their team as the Project Coordinator for Just Energy Transition. This 24-month project, with the potential for extension, aims to advance a just and sustainable energy transition in Bangladesh by promoting renewable energy, advocating for policy changes, and engaging stakeholders. The Project Coordinator will oversee conferences, workshops, and meetings, review energy transition policies and advocate with the relevant stakeholders for any necessary amendments, coordinate capacity building and networking activities, lead campaigns and advocacy efforts, community mobilisation, support community-led research, and organize regional and international conferences, offering a unique opportunity to contribute to the energy transition movement in Bangladesh.

Key responsibilities include (not limited to):

- Provide strategic leadership and support in planning, implementing, and monitoring the project.
- Collaborate and coordinate with the Project Team, portfolio, and Strategic Priority Units to develop and execute project strategies, work plans, and budgets.
- Conduct research and analysis on energy transition policies, practices, and technologies to identify innovative solutions.
- Engage with stakeholders, including government agencies, NGOs, communities, and private sector entities, to foster partnerships and build alliances.
- Lead campaign and advocacy efforts to promote a just transition in the energy sector.
- Organise conferences, workshops, seminars, and meetings related to the energy transition.
- Align campaigns with project objectives, addressing policy gaps, empowering communities, and promoting sustainability.
- Utilise various platforms and channels to raise awareness, mobilize support, and engage the target audience.
- Lead consultations, meetings, workshops, and studies to review and upgrade the proposed national energy transition policy.

- Ensure delivery of findings and recommendations to project stakeholders and decision-makers.
- Lobby policymakers, stakeholders, and the public to drive policy changes aligned with project goals.
- Monitor project progress, evaluate outcomes, and prepare timely reports to ensure compliance with project objectives and donor requirements.
- Provide technical assistance and guidance to project staff and partners for effective implementation of project activities.
- Contribute to knowledge sharing and learning by documenting best practices, lessons learned, and case studies in coordination with the MEAL team and the organization.
- Ensure donor reports on time while maintaining highest standards.
- Overseeing fund utilisation of the project and budget monitoring.

Relationships

The incumbent in this position will directly report to the Manager- Just Energy Transition of ActionAid Bangladesh. S/he will be closely work with the Head of Humanitarian Programme and Manager – Resilience and Climate Justice to achieve the project goals and align with the organisational priorities. Two Programme Officers are directly reportable to the Project Coordinator. The Project Coordinator maintain close collaboration with other priority units and operational units including MEAL team, Finance Team. S/he will maintain strategic and functional collaboration with the external stakeholders, including relevant networks, Government Agencies, local and International NGOs and Partners. Coordination with the donor’s focal is also one of the key relationship protocols for the Project Coordinator.

Required Educational Qualifications and Experiences

- Master's degree in a relevant field such as environmental science, governance, and public policy sustainable and development studies, Urban and Rural Planning or a relevant discipline.
- A minimum of 5 years of experience in project management, preferably in the energy sector, climate and environment or related field.

Required Technical Competencies

- Possess an extensive understanding of energy transition policies, renewable energy technologies, and climate change, environment, and human rights issues.
- Demonstrate the ability to effectively prioritise tasks and meet project deadlines.
- Exhibit strong interpersonal skills to engage and collaborate with diverse stakeholders.
- Familiarity with media relations and experience working with journalists is desirable.
- Show a genuine passion for environmental sustainability, social justice, and promoting a just transition in the energy sector.
- Have experience in organising conferences, workshops, or similar events.
- Demonstrate a track record of engaging with government agencies, civil society organizations, and community stakeholders.
- Provide evidence of proven experience in project management, team leadership, policy advocacy, and stakeholder engagement within the energy or environmental sector, including meeting project deadlines.
- Possess excellent written and verbal communication skills in English and Bengali.
- Proficiency in using Microsoft Office applications and project management tools.

Required Competencies

Leadership: Possesses a strong grasp of organizational objectives, effectively leads and manages teams, communicates well, thinks strategically, and implements plans to achieve goals.

Emotional Intelligence: Demonstrates a deep understanding of own emotions and their impact, effectively regulates emotions and manages stress, shows empathy and connects with others, and utilizes emotional intelligence to build relationships and teams.

Communications: Exhibits strong verbal and written communication skills, collaborates effectively with internal and external stakeholders, and possesses project management skills to deliver presentations, reports, and monitor progress.

Networking: Demonstrates strong networking skills, represents the organization effectively, identifies partnership opportunities, and mentors team members on networking best practices.

Problem Solving: Analyses complex problems, proposes solutions aligned with organizational policies, prioritizes issues, works collaboratively on implementation, and guides team members on effective problem-solving techniques.

Learning Agility: Actively seeks feedback, adapts to changing circumstances, pursues continuous learning opportunities, and encourages others to learn and adapt, including technological tools.

Planning and Organising: Considers various factors in the planning process, identifies activities for service improvement, challenges inefficiencies, removes barriers, and provides resources and encouragement to anticipate and address issues.

Decision Quality: Makes informed decisions based on analysis, considers alternative options and stakeholder perspectives, and takes accountability for decision quality and impact.

Resource Management: Anticipates risks, effectively allocates and controls resources, finds ways to optimize resource utilization, assigns roles and responsibilities for team effectiveness, and manages workload.

Application instructions

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

- The last date of application is **Saturday, 09 December 2023.**
- 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.

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