

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

## **Fellow - Blended Finance for Just Transition**

Project Name	:	Blended Finance for Just Transition
Unit	:	Resilience & Climate Justice
Location of posting	:	Dhaka
Types of contract	:	Fixed term contract
Duration of Contract	:	09 Months (If not extended)
Number of Position	:	01 (One)
Salary and benefits	:	Monthly Gross Salary will be <b>BDT. 30,000</b> with other admissible benefits such as group life insurance etc

### **Job Summary**

ActionAid Bangladesh, a leading international non-governmental organization working for social justice, equality, and poverty eradication through community-driven development. The Development Finance Fellow will provide crucial research, coordination, and analytical support to the Development Finance Specialist for the “Blended Finance for Just Transition: Developing a Case for Renewable Energy-based Green Growth in Rural Communities of Bangladesh” project.

This Fellowship is an opportunity for an early-career professional to gain practical, hands-on experience in the design and implementation of innovative blended finance solutions within a leading international development organization. The Fellow will assist in the technical analysis, stakeholder coordination, and documentation necessary to build the blended finance framework and support the proof-of-concept pilot, with a focus on ensuring gender-transformative and rights-based principles are integrated into all financial mechanisms.

### **Key responsibilities include (not limited to)**

#### **Research and Analysis**

- Support advocacy efforts by researching and preparing policy briefs, reports, and other advocacy materials.
- Support background research, literature reviews, and data collection to support the design of the blended finance framework, scoping studies, and market analysis.
- Assist in preparing financial data, presentation materials, and technical inputs for proposals and reports, particularly related to the potential business case and financial viability of the blended finance vehicle.
- Draft sections of project reports, policy briefs, and case studies to document project learnings and success stories.
- Manage data and documentation to ensure information is accurate, well-organized, and accessible to the team.

### **Stakeholder Engagement and Logistics Support**

- Assist organizing and preparing for engagements with key institutional stakeholders, including government bodies, financial institutions, and private sector actors.
- Provide support for collaboration with network members and local communities to raise awareness, mobilize support, and organize events.
- Provide logistical support for field visits and community consultations, including visits to pilot communities to support on-site data collection and documentation, as required.
- Support the logistical arrangements for the Technical Advisory Council and theme-specific working group meetings.
- Draft correspondence and communication materials for external partners and networks (e.g., local CSOs, JETnet-BD).

### **Monitoring & Learning Support**

- Assist in collecting, organizing, and verifying data for the M&E framework to track project progress, financial performance, and community impact.
- Support the documentation of lessons learned and best practices from the pilot phase.

### **Team Support**

- Provide support to the team in various tasks and initiatives, ensuring smooth collaboration and workflow.
- Contribute to the development of internal resources and tools to enhance team efficiency.

### **Relationships**

Fellow will report to Development Finance Specialist.

### **Required Educational Qualification and Experience**

- Bachelor's degree in economics, Business Administration, Finance, Environmental Science, or other relevant fields.
- Minimum one year of relevant experience in a development organization or financial institution.
- Prior internship, volunteer, or academic research experience (equivalent to up to one year) in the areas of climate finance, renewable energy, development economics, or green and energy transition is highly desirable.
- Willingness to learn and stay updated on global trends in development finance and climate action.
- Strong communication skills in Bengali and English
- Ability to work collaboratively with diverse stakeholders.
- Commitment to just energy transition principles.

### **Technical Skills**

- Foundational understanding of finance principles, market analysis, and basic financial data preparation.
- Proficiency in MS Office packages (Word, Excel, PowerPoint) for analysis, documentation, and presentation.
- Skill on documentation and reporting.
- Working experience in report writing, evidence collection and case study preparation.

## Application instructions

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

- Last date of application is **Wednesday, 21 January 2026**. *The interested candidates are requested to apply before deadline.*
  - Please [\*\*click here\*\*](#) to submit your application.

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ActionAid Bangladesh aims to attract and select a diverse workforce ensuring equal opportunity to 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 child abuse, exploitation and child labor and expects all employees to abide by the Child Protection Policy of ActionAid Bangladesh.

***N.B: There is no cost involved with applying for positions with ActionAid Bangladesh. Any solicitation of job application costs should be regarded as fraudulent***