

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 candidate for the following position:

Fellows – Research & Documentation / Mobilization & Engagement

Project	:	Just Energy Transition
Location of posting	:	Dhaka
Types of contract	:	Fixed term contract
Duration of Contract	:	01 July – 31 December 2026
Number of Position	:	02 (Two)
Salary and benefits	:	Monthly Honorarium will be BDT. 30,000 with other admissible benefit such as group life insurance etc.

Job Summary

ActionAid Bangladesh invites applications from dynamic and committed young professionals for the position of **Fellows – Research & Documentation / Mobilization & Engagement** under the Powering Change: Advancing a Just and Sustainable Energy Transition in Bangladesh Phase II Project.

The Fellows will work at the intersection of community engagement, research, and policy advocacy, contributing to strengthening constituency-level renewable energy planning and influencing national discourse on Just Energy Transition and Climate Justice. The role is designed to integrate field-level realities with evidence-based advocacy, supporting both grassroots engagement and analytical work.

Key responsibilities include (not limited to)

Mobilization & Stakeholder Engagement

- Facilitate constituency-level dialogues with Members of Parliament (MPs), local government, CSOs, private sector, and communities
- Support stakeholder mapping and mobilization through JETnet-BD and partner networks
- Conduct community consultations to identify local energy needs and opportunities
- Build and maintain relationships with key stakeholders

Research & Evidence Generation

- Support planning and implementation of capacity-building workshops for MPs and stakeholders.
- Coordinate logistics, participant management, and communication with relevant institutions (e.g., SREDA, BUET, IDCOL).
- Assist in organizing national and local events related to Just Energy Transition advocacy.

Documentation & Knowledge Management

- Document key findings, dialogue outcomes, and project learnings
- Prepare reports, case studies, policy briefs, and knowledge products
- Maintain organized databases of research outputs and engagement records
- Translate technical findings into user-friendly communication materials

Campaign, Advocacy & Network Coordination

- Support implementation of advocacy and campaign initiatives
- Assist in dissemination of campaign messages at local and national levels
- Contribute to development of policy briefs and advocacy materials
- Facilitate coordination with partners and networks

Programme & Event Support

- Assist in organizing workshops, trainings, meetings, and public events
- Support logistics, participant coordination, and stakeholder communication
- Contribute to internal team coordination and learning processes

Required Educational Qualification and Experience

- Bachelor's degree in Social Science, Development Studies, Environmental Studies, or related field
- Preferably 1 year of experience in:
 - Research, documentation or analysis and/or
 - Community mobilisation and stakeholder engagement
- Experience working with CSOs, networks, or local governance systems is an advantage.

Technical Skills

- Strong facilitation and coordination skills.
- Knowledge of stakeholder mapping and engagement approaches.
- Proficiency in MS Office and communication tools.
- Research and analytical skills
- Report writing and documentation
- Basic data analysis and interpretation

Professional Competencies

- Strong interpersonal and communication skills.
- Ability to engage with diverse stakeholders including MPs and community representatives.
- Willingness to travel frequently to project locations.
- Strong organizational and problem-solving skills.
- Fluency in Bangla and English.
- Commitment to climate justice and Just Energy Transition principles.

Application instructions

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

- Last date of application is **Tuesday, 16 June 2026**.
- Please [click here](#) to submit your application.

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