

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

Programme Officer – Research & Policy Advocacy

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. 71,431 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 a Project Officer - Research & Policy Advocacy, under Powering Change: Advancing a Just and Sustainable Energy Transition in Bangladesh, Funded by TARA Climate Foundation Project. This project, operating under the Just Energy Transition Portfolio, aims to advance a fair and sustainable energy transition in Bangladesh. It is a 12-month initiative that may be extended, offering a remarkable opportunity to contribute to Bangladesh's energy transition movement.

As the Project Officer - Research & Policy Advocacy, the incumbent will closely work with the Project Coordinator for promoting renewable energy, addressing policy gaps, conducting policy advocacy, and advocating for a just transition. Her/his responsibilities will include coordinating conferences, workshops, seminars, and project-related meetings, reviewing and enhancing the national energy transition policy, engaging with stakeholders, generating reports, building capacity and networks, facilitating youth groups, conducting community-led action research, launching campaigns to promote renewable energy, supporting media fellowships, and organising regional and international conferences in coordination with the Project Coordinator.

Key responsibilities include (not limited to):

- Coordinate and arrange conferences, workshops, seminars, and meetings related to the energy transition project, ensuring smooth planning and execution.
- Collaborate and coordinate with the project team, portfolio, Strategic Priorities, and relevant stakeholders to ensure successful event planning and execution.
- Facilitate knowledge exchange and networking opportunities during these events.
- Provide technical and operational support to the Project Coordinator conducting consultations, meetings, workshops, and studies to evaluate and enhance the proposed national energy transition policy from civil society.
- Work with the team and respective networks to identify gaps in policies and provide recommendations for improvement.

- Support to the Project Team to engage academic institutions, experts, civil society organisations (CSOs), policymakers, and other relevant stakeholders in the process.
- Draft comprehensive reports based on research, consultations, and policy analysis.
- Prepare research findings and recommendations to project stakeholders and decision-makers.
- Ensure proper documentation and timely delivery of reports.
- Develop and deliver training programmes and workshops to enhance the capacity of CSOs involved in the project.
- Support campaigns and advocacy efforts to promote a fair transition in the energy sector.
- Support to establish and maintain strong networks with relevant organizations, experts, and policymakers.
- Encourage and empower youth engagement through various activities and initiatives.
- Support to develop and implement campaigns to promote renewable energy and advocate for energy justice.
- Utilise both online and offline platforms to raise awareness and mobilise support.
- Align campaigns with project, portfolio, and Strategic objectives, addressing policy gaps and empowering communities.
- Coordinate and facilitate community-led action research initiatives related to the energy transition project.
- Provide guidance and assistance to fellows throughout their research and publication process.
- Organise regional and international conferences centered on energy transition and sustainability.
- Coordinate logistics, engage participants, and facilitate knowledge sharing during these events.
- Foster collaboration and exchange among stakeholders from diverse regions.

Relationships

The incumbent in this position will directly report to the Project Coordinator of ActionAid Bangladesh. S/he will be closely work with the respective Manager supporting achieve the project goals and align with the organisational priorities. S/he will maintain strategic and functional collaboration with the external stakeholders, including relevant networks, Government Agencies, local and International NGOs and Partners.

Required Educational Qualifications and Experiences

- Bachelor'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 3 years of experience in research and policy advocacy, preferably in the energy sector, climate and environment or related field.

Required Technical Competencies

- Thorough comprehension of energy transition policies, renewable energy technologies, and matters pertaining to climate change, environment, and human rights.
- Track record to work on research and policy advocacy,
- Proficiency in prioritisation, and meeting project deadlines.
- Strong interpersonal skills to effectively engage and collaborate with diverse stakeholders.
- Desirable experience and familiarity with media relations and working alongside journalists.
- Deep passion for environmental sustainability, social justice, and advocating for a fair transition in the energy sector.
- Essential experience in organising conferences, workshops, or similar events.

- Experience in engaging with government agencies, civil society organisations, and community stakeholders.
- Exceptional written and verbal communication skills in English and Bengali.

Application instructions

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

- The last date of application is **Thursday, July 27, 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.