

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:

Fellow

Directorate	:	Programme, Policy & Campaigns-1
Project Name	:	FGGIII Project
Location of posting	:	Dhaka
Types of contract	:	Contractual
Duration	:	6 Months (01 March – 31 August 2023)
Number of position	:	1 (One)
Monthly Honorarium	:	Monthly Honorarium will be BDT 25,000 with group life insurance coverage

Job Summary

The main purpose of the position is to support the team as required of the FGGIII project. Specifically, to support to research/study, organize events, mobilize community and CSOs, collect relevant case stories and evidence on energy transition, environment, climate, land and human rights. The fellow will partially be responsible for attaining the organizational emergency and priority as per requirements.

Key responsibilities include (not limited to)

Support to organize events, mobilize community and CSOs (Total Time: 50%)

- Support to the FGG team including partners and networks to organize events e.g meeting, workshop, training, seminar, dialogue, campaign etc.
- Support to mobilize community, grass-roots organization and CSOs including their campaign, lobby and advocacy initiatives.

Develop relevant case stories and collect evidence (Total Time: 50%)

- Prepare case stories and collect evidence on energy transition, environment, climate, land and human rights as required by the team, community and CSOs.
- Support to archive relevant document and information. Support to prepare situation report and event report.

Relationships

Under the direct supervision of the **Project Manager**, she/he is expected to maintain a functional relationship with her/his peers in the team, priority and project management team. S/he must be able to communicate with other teams and units, both program and function regarding programme and operational issues.

Required Educational Qualification and Experience

- Bachelor's degree in Public Policy and Governance, Environmental science, Development studies or any other relevant field of study

- One year of relevant experience preferably in social research related to climate, environment, energy transition and human rights.

Technical Skills

- Skill on documentation and reporting
- Good interpersonal skills
- Ability to work under pressure and deadlines
- Working experience in report writing, evidence collection and case study
- Excellent written and verbal communication skill both in Bangla and English
- MS Office packages.

Application instructions

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

- Last date of application is **Saturday, 28 January 2023**
- 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 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 fund / money from job applicant should be regarded as fraudulent.