

ActionAid is a global movement of people working together to achieve greater human rights for all

**act:onaid**

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

### **Programme Officer - Building Agency of Youth in Climate Action Project**

|                      |  |
|----------------------|--|
| Project Name         | : Building Agency of Youth in Climate Action Project   |
| Unit                 | : Young People   |
| Location of posting  | : Dhaka  |
| Types of contract    | : Contractual  |
| Duration of Contract | : Up to 31 March 2024  |
| Number of position   | : 01   |
| Salary and benefits  | : Monthly Gross Salary will be <b>BDT. 71,431</b> with other admissible benefits such as Mobile Allowance, Internet Allowance, Medical Allowance and Group Life Insurance. |

### **Job Summary**

ActionAid (AA) is a global federation addressing the issues of global justice through system change. ActionAid considers young people as catalyst of system change in terms of achieving social, economic and environmental justice to be fulfilled.

AA believes that young people have the power to build a just, sustainable and equitable world where everyone's rights are respected, resources are equitably redistributed, and all are able to lead resilient and dignified life. ActionAid positions itself as an ally with young people on their local, national and international struggles.

Young people priority programme of ActionAid Bangladesh is one of the four strategic priorities that supports and creates youth-led action and engages, mobilises and amplifies the voice of young people. The position under the British Council Project requires to plan, design and mobilise young people and their platforms for the purpose of youth-led campaign, advocacy, evidence generation and innovation on climate change and social justice issues.

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

#### **Project Implementation**

- Develop project implementation strategy and plan along with project manager and communicate with implementing partners.
- Provide technical and operational assistance to partner organisations and project staffs placed both at AAB and partner's locations and support project manager as required.

- Support in bringing together Active citizen/youth-led/involving networks, alliances and CSOs to advocate and lobby on climate justice.
- Support, guide and mentor young people to run various youth-led actions, advocacy, campaigns at the project locations and capture the outcome from local to national and global level.
- Support project manager to effectively plan and organize different trainings, events, capacity building sessions.
- Collaborate with the finance and admin team for smoother operation and organizations of different activities and ensure the timely fund flows to effectively implement youth-led initiatives.

### **Partnership management**

- Providing technical support to local implementing partners in project implementation, grant management, reporting and documentation.
- Liaison with different youth organizations, and youth platforms in climate change issues and empower them to take climate actions addressing the community challenges.
- Support and guide implementing partners to arrange planned trainings and capacity building sessions for community youth leaders.
- Coordinate and liaison with project donor to effectively manage day-to-day project operations.

### **Reporting and documentation**

- Support project manager in capturing outcomes, developing reports, and ensuring effective documentation process.
- Collect and assemble reports from other implementing partners, and support project manager to ensure the submission of timely and quality reporting to donor in coordination with Programme and MEAL team.
- Undertake field visit to facilitate stories of change and lesson learnt based on the activities of partner organisations.
- Good practice, case stories and report writing.
- Documentation of key changes and lesson learnt for the project.
- Support documentation of knowledge products and other IEC materials with project staffs and other stakeholders.

### **External representation and liaison**

- Attend community, union, upazila coordination meeting and represent ActionAid Bangladesh and its efforts to build resilience and climate justice.
- Seek to build positive local working relationships, working independently and with other agencies to build local community acceptance.
- Assist in developing collaborative programme with alliances, other agencies, national partners in accordance with the AAB's country strategy.
- Identify lessons learnt and best practices for knowledge sharing and development of knowledge products.
- Preparation and dissemination of promotional materials and knowledge products to mainstream, social media and development partners.

## Relationships:

S/he will report to the Manager – Young People of ActionAid Bangladesh.

## Required Educational and Experience:

- Bachelor's degree in environmental studies/Anthropology/Development Studies/Social Science (or a complementary degree).
- Experience in planning, budget preparation, implementation and management
- Excellent verbal and written communication skill, both in English and Bengali

## Qualifications

- 2 - 3 years' experience in the relevant development field in international organisations.

## Technical Skill:

- Capacity to analyse and review climate actions related policies to ensure climate justice at the national and international level
- Skills to influence networks and mobilizing campaigns on climate justice at the national and international level
- Competencies in operating MS Office, outlook and other necessary application
- Extensive understanding of climate related actions and relevant stakeholders involved
- Concept design and proposal development for fundraising
- Monitoring and evaluation and knowledge generations of climate actions
- Understanding on and application of HRBA approach in programme development and implementation

## Application instructions

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

- Last date of application is **Sunday, 24 September 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 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.*