

Vacancy Announcement

Job Title: Research Officer

About ICCCAD:

The International Centre for Climate Change and Development (ICCCAD) is one of the leading research and capacity-building organizations working on climate change and development in Bangladesh. ICCCAD's aim is to develop a world-class institution that is closely related to local experience, knowledge and research in one of the countries that are most affected by climate change. It is our mission to gain and distribute knowledge on climate change and, specifically, adaptation and thereby helping people to adapt to climate change with a focus on the global south. By focusing on such work in Bangladesh, ICCCAD allows international participants to gain direct knowledge of the issues in a real-world context. Through the expertise of ICCCAD and its local partners, international organisations will be exposed to relevant and grounded knowledge that can be shared and transmitted around the world for the benefit of other LDCs, and their governments, donors and international NGOs.

Project Description:

The project's main objective is to contribute to the agreement of a country-driven, gender-responsive and participatory Global Goal on Adaptation (GGA). This includes strengthening of the operationalization of the GGA, with fulfillment of the objectives for the Glasgow–Sharm el-Sheikh (GlaSS) dialogue and based on locally-led adaptation initiatives, thus ensuring that adaptation actions are better aligned with local needs and aspirations and enhance the overall effectiveness and sustainability of global and national adaptation strategies.

Job Description:

The International Center for Climate Change and Development (ICCCAD) is looking for an enthusiastic and proactive individual to join the organization as a Research Assistant for the 'Adaptation & L&D Support to LDC (ALSLDC)' project. The project's main objective is to contribute to the agreement of a country-driven, gender-responsive and participatory Global Goal on Adaptation (GGA). This includes strengthening of the operationalization of the GGA, with fulfilment of the objectives for the Glasgow–Sharm el-Sheikh (GlaSS) dialogue and based on locally-led adaptation initiatives, thus ensuring that adaptation actions are better aligned with local needs and aspirations and enhance the overall effectiveness and sustainability of global and national adaptation strategies. The successful candidate will be responsible for conducting secondary literature review, developing methodologies for conducting research, participating in field activities, conducting data analysis, liaising with stakeholders from government and private sector, and assisting in various writing tasks such as newspaper articles, working papers, project reports, and journal articles. Additionally, they will provide administrative support to senior management, attend partner meetings, and assist in conference sessions, webinars, and events. The Researcher will also play a crucial role in partnership development through networking with government, national and international organizations.

Key Responsibilities:

The Research Officer will be involved in the International Centre for Climate Change and Development Innovation. The Research Officer will be responsible for developing research protocols, conducting literature reviews, budgeting and planning for field visits, communicating and networking with internal and external stakeholders, etc.

Other Responsibilities:

- Conduct data through rigorous primary and secondary literature review and develop case studies based on successful projects on adaptation using locally led methodologies.
- Participate in field activities and conduct data collection through reconnaissance survey, focus group discussions, key informant interviews and later conduct data analysis
- Assist in writing tasks such as newspaper articles, blog posts, project reports, journal articles and working papers.
- Maintain regular communication with the National Platform and Divisional Platform members of locally led adaptation
- Provide administrative support, including organizing meetings, knowledge-sharing sessions, and other relevant activities
- Attend partner's meetings as required and take detailed notes for further analysis and reference
- Plan and arrange dissemination events with national stakeholders, conference sessions, webinars, and events related to the project's objectives

Competencies:

- Bachelor's degree in a relevant field (Environmental Sciences, Environmental Management, Economics, Development studies, Climate Change and Development)
- Previous experience in research, preferably with six months - one year work experience or internship.
- Strong analytical and time management skills to gather, analyze, and interpret data effectively.
- Excellent written and verbal communication skills both in English and Bengali
- Proficiency in organizing and coordinating administrative tasks.
- Ability to work independently and collaboratively in a diverse team environment.
- Demonstrate organizational skills, including the ability to multitask and prioritize workload effectively.

Salary: Monthly gross salary and other benefits as per organization policy.

Job Location: Dhaka, with frequent field visits around the country as per program requirements.

Terms of Employment and How to Apply:

Potential candidates meeting the above requirements are requested to send their CV and cover letter to recruitment@iccad.org by 9th November 2023. Kindly mention the job title in the subject line. We are an equal opportunity employer and encourage all qualified candidates to apply. Female candidates are strongly encouraged to apply.