

Vacancy Announcement

Job title: Project Officer

Project title: Co-creating Knowledge for Local Adaptation to Climate Change in LDCs (COLOCAL)

Location: Dhaka, Bangladesh (The position is only for Bangladeshi citizens)

Employer: International Centre for Climate Change and Development (ICCCAD) at Independent University, Bangladesh (IUB)

Duration: 1 year (Full-time), with potential extension until December 2026 based on performance

Application deadline: 25 April 2024

Salary: Negotiable

Key responsibilities:

- Assist in coordination of project activities to ensure alignment with project objectives and timelines.
- Draft memos, concept notes, reports, and other documents as needed.
- Organise field visits, events, and training sessions, managing logistics and participant engagement.
- Facilitate effective communication and collaboration among various project stakeholders in Bangladesh.
- Assist in the development of educational modules on CBA for incorporation into university curricula.
- Undertake additional tasks as assigned by the team leader and the project manager.

Required qualifications:

- A minimum of Bachelor's degree in environmental science/ management, Climate Change and Development, Development Studies, or a related field.
- A minimum of 1 year experience of working in climate change or related projects.
- Demonstrated experience in drafting professional documents and organising events.
- Genuine motivation and passion in the constant learning process to enhance knowledge and research.
- Excellent communication skills in English.
- Strong research and analytical skills.
- Familiarity with the climate change context in the Least Developed Countries, particularly in Bangladesh.
- Experience in training facilitation, capacity building, and stakeholder engagement is desirable.

Application process: Candidates should submit a CV and a cover letter detailing their suitability for the role, including relevant experience and qualifications. Applications should be sent to mahzabeen.mahfuz@icccad.org with the subject "COLOCAL- Project Officer Application". Shortlisted candidates will be contacted and invited for an interview. We appreciate all applications and would like to thank all applicants for their interest, however, only those selected for an interview will be contacted.

Note: ICCCAD, IUB is an equal-opportunity employer, and we warmly welcome applications from all qualified candidates, regardless of their background. We adhere to a policy that ensures all individuals have an equal chance of being hired based on their merits and abilities. Kindly note that any attempts at persuasion or unsolicited communication regarding application status will result in immediate disqualification from the application process.