

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.

Position Summary:

The Research Officer will work under the project 'Global Learning Initiative to Tackle Non-Economic Loss and Damage through Grants (GLING)', funded by Climate Justice Resilience Fund; effected by the Loss and Damage Programme of International Centre for Climate Change and Development. This full-time position's responsibility will not be limited to the project, but work in both research and administrative tasks for the overall Loss & Damage Programme.

Key Responsibilities:

Project Support:

- Coordination among grantees
- Convening meetings and reports
- Primary and secondary data sorting, review and analysis
- Annual Report development on NELD
- Developing necessary blogs, policy briefs and knowledge products
- Developing photo book and video documentaries from the ground
- Organizing workshops to support the Capacity Building activities
- Engaging with international and COP engagements
- Managing the Loss & Damage Forum content

Programme Management Support:

- Support the implementation of Loss and Damage Projects
- Assist in developing concept notes for project activities (e.g., meetings and workshops) and Terms of Reference for consultants.
- Support organization of project related meetings and workshops.
- Contribute to development of communication products, such as project briefs, success stories, blogs etc.
- Exclusively work towards development of the Loss and Damage Forum (collection of information, maintaining and archiving information, liaising with partners/members etc.)
- Provide support to the organisation and management of the Loss and Damage Programme

Competencies:

- Bachelor's degree in environmental science/management, climate change and development, or related fields.
- Minimum of 1 year of experience in climate change or related projects.
- Proficiency in drafting professional documents and organizing events.
- Strong communication skills in English.
- Excellent research and analytical abilities.
- Familiarity with climate change contexts, particularly in Bangladesh.
- Experience in training facilitation and stakeholder engagement is desirable.
- Strong interpersonal skills, ability to work independently and collaboratively
- Strong secondary research, analysis, and data synthesis skills
- Attention to detail; good organizational and prioritization skills
- Honest, organized, proactive and a good team player
- Computer literacy, in particular experience with Microsoft Office products (MS. Words, Excel, publisher, Power Point, Internet Explorer, etc.).

Contract duration: Initial full time (40 hours/week) contract of 18 months, with the possibility of extension based on performance.

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.

Application Process:

Potential candidates meeting the above requirements are requested to fill the form - <https://docs.google.com/forms/d/e/1FAIpQLSfpYhX6dbUBIXVewWj3SQ-kTzWBfctVhpKFkCQ-4V4hBXrESA/viewform> by **May 20, 2024**. Only the shortlisted candidates will be communicated.

ICCCAD is an equal opportunity employer and encourages all qualified candidates to apply.