

Educo Bangladesh is Looking for a ‘Assistant Officer – Climate Change and Advocacy’



Educo is a global development and humanitarian NGO based in Barcelona, Spain with about 30-year experience working in 14 countries. We work with and for children and their communities to promote just and equitable society that can secure their rights and wellbeing. We envision a world where all children fully enjoy their rights and lead a life with dignity. We are a member of ChildFund Alliance, one of the largest global networks of child-focused development organizations working to create opportunities for children and youth, their families and communities.

Since 1999, we have been implementing development programmes in Bangladesh in the marginalized urban and rural areas and with time we expanded our works to broader geographical areas. Currently, we are working in 10 districts of the country. Currently Educo Bangladesh has 8 external funded and 9 internal funded projects.

Currently, we are looking for an **‘Assistant Officer – Climate Change and Advocacy’** who will contribute in facilitating Climate Change & DRR activities, communications, developing reports/IEC materials, advocacy etc. by maintaining all the guidelines and compliance at the project- **“Strengthening the capacity of those displaced by disasters and climate-related causes to cope with adverse situations”** based at Satkhira.

Name of Position	Assistant Officer – Climate Change and Advocacy
Number of Vacancy	01
Job Location	Country Office, Dhaka
Report to	Manager – Disaster Risk Management, Climate Change and Emergency Response
Contract Duration	Up to June 30, 2024
Working Conditions	S/he will be based in the Country Office, Dhaka with frequent field visits to project areas

Purpose	Engagement	Delivery
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Purpose	<p>Title Assistant Officer – Climate Change and Advocacy</p> <p>The Assistant Officer-Climate Change and Advocacy under the direct supervision of Manager-Disaster Risk Management will support to ‘Coordinator-Climate Change & DRR’ in drafting the different reports, IEC materials, project proposals, external communication, and advocacy. Being a fresh university graduate in environmental/climate change/DRR s/he will provide updated local and international laws, policies, and strategic guidelines to Manager-DRM and climate change for advocacy and project development.</p>
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Engagement	<ul style="list-style-type: none"> ▪ S/he will work closely with Manager-Disaster Risk Management, Climate Change, and Emergency Response in advocacy, research, report finalization, networking, and project development for scale-up of the climate change program. ▪ S/he will periodically visit the project location and facilitate sessions on climate change and DRR for the support of the project team. ▪ Work with Communication, advocacy, and resource mobilization team for developing IEC materials, organizing advocacy events, and drafting project proposals.
Delivery	<ul style="list-style-type: none"> ▪ Support to prepare different periodic (monthly, quarterly) progress reports, event reports, standard guidelines (program quality criteria), and case study/good practices and submit them to the line management. ▪ Facilitate quality training, orientation, and workshop for different stakeholders to support the project team at the field level. ▪ Provide support to develop Concept notes and project proposal ▪ Support to Manager-DRM and CC for organizing advocacy events at the national level and attending in different networks, and working groups.

Job Summary:

The **Assistant Officer – Climate Change and Advocacy**, under the direct supervision of the Manager – Disaster Risk Management, Climate Change and Emergency Response will be responsible for facilitating Climate Change & DRR activities, communications, developing reports/IEC materials, advocacy etc. by maintaining all the guidelines. This position will work closely with program to ensure the day-to-day project activities as per organization policy.

Responsibilities

Sl.	Key Areas of Accountability	Essential Tasks	%
1.	Technical Support to the Project Team	<ul style="list-style-type: none"> ▪ Provide support to the project team for preparing the details activities plan and implementation. ▪ Provide technical assistance to the project team to implement day-to-day field-level activities. ▪ Facilitate field-level activities to support the project team ▪ Frequently visit the fields to understand the implementation of project activities and support the project team. ▪ Working with University and project team for conducting action/social research 	40%
2.	Communicate with Relevant Stakeholders	<ul style="list-style-type: none"> ▪ Keep strong relationships with the project team and support the line manager and other colleagues to achieve the project results. ▪ Build and enhance linkage with the potential stakeholders and counterparts to receive and utilize their possible assistance. ▪ Initiate strong advocacy/lobby with the government for ensuring necessary support and cooperation related to climate change and DRM. ▪ Keep updated on all the similar activities initiated by Govt, the non-government organizations & CSOs. ▪ Provide support in any emergency response, if required. ▪ Represent Educo at different clusters and working groups meeting/orientation/training. 	10%

3.	Reporting	<ul style="list-style-type: none"> ▪ Support project team to prepare correct and timely monthly and quarterly reports and compile reports to submit to donor ▪ Analysis of the achievements and challenges from the reports and act accordingly. ▪ Provide the required report to the immediate supervisor. 	15%
4.	Program Development	<ul style="list-style-type: none"> ▪ Explore internal and external funding opportunities on climate change/DRR/ecological transition with the resource's mobilization team for the sustainability of the project ▪ Drafting project proposal on climate change, environment, DRR, and emergency response submit to supervisor 	15%
5.	Develop Communications Items for Advocacy	<ul style="list-style-type: none"> ▪ Identify the needs for communication items for the project ▪ Prepare IEC materials working with the communication team of Educo ▪ Prepare project progress presentation/advocacy for Manager-DRM and CC to present internal and external levels. 	20%

Perform any other responsibilities defined by organization/management as and when required.

Core Values:

Social Commitment
Equity
Respect

Core Principles:

Participation
Non-Discrimination
Transparency
Dynamic Spirit

Education:

Post-Graduation/Graduation in Environmental Science/Climate Change/Disaster Risk Management.

Experience and Requirements:

- ✓ Fresh Graduate in Environment/Climate Change/Disaster Risk Management
- ✓ Commitment to and understanding of Educo's Mission, Visions, Values, and Principles including rights-based approaches.
- ✓ Demonstrated ability to write high-quality reports and other project documents.
- ✓ Ability to follow procedures, meet deadlines, and work cooperatively with team members
- ✓ Be patient and have team building attitude by being respectful to others
- ✓ Have skill to prioritize tasks based on the situation/requirement
- ✓ Capacity to deliver job timely and balance work-life
- ✓ Resourcefulness, initiative, and maturity of judgment
- ✓ Positive attitude, sensible and good understanding of gender
- ✓ Excellent Leadership Skills, Proactive and Empathetic
- ✓ Excellent interpersonal, analytical and problem solving capacity

Language:

- Position requires both English at Intermediate level and Bangla at Advanced level. Excellent communication skills, both verbally and in written.

Knowledge and Skills:

- Knowledge on Program Design and Implementation
- Knowledge on Country's related policies and laws
- Well acquainted with local government structure and their services
- Understanding on Child rights and protection
- Good computer literacy with a full knowledge of office applications, MS word, MS Excel and Power Point, Web based applications, Bangla Bijoy Typing etc.

Salary and Benefits:

Monthly Gross Salary is **BDT. 29,460 (Taka Twenty-Nine Thousand Four Hundred and Sixty only).**

Plus: PF (10% Contributory), Gratuity, 02 Festival Bonuses, Insurance, and others admissible benefits as per Educo HR Policy.

Our Accountability:

For Educo, accountability means fulfilling our responsibility to listen and respond to the opinions and needs of our stakeholders in the decisions we make and the activities we undertake, with the aim of increasing our impact and ensuring the responsible use of resources.

Child Safeguarding:

Educo is committed to prevent violence and maltreatment to children by fostering a safeguarding culture in which interactions with children promote their dignity and favor their comprehensive development and wellbeing in a safe and protective environment. Educo will ensure to "do no harm" to children and to be a child safe organization.

INSTRUCTIONS TO APPLY

- 1) Two non-relative referees must be mentioned in CV; **one must be your latest supervisor**
- 2) **Recent Formal Photograph (Passport Size)** must be included in CV
- 3) Please go through the job contents carefully before applying. If not match, don't apply please.

Interested candidates only who meet the requirements are requested to apply through below link

Application Deadline: June 25, 2022 (Saturday)

WOMEN ARE HIGHLY ENCOURAGED TO APPLY

[Apply Online](#)

Declaration

N.B. As a Child-Centred Organization, Educo is committed to Child protection, and has developed a Child Safeguarding Policy, together with a Code of Conduct. All employment is conditional upon the successful completion of all applicable background checks. Before induction, any new staff should read and sign Educo's Code of Conduct.

Note:

- 1) Educo determines to ensure equal opportunity to everyone, irrespective to race, ethnicity, location, color, gender, class, and religion.

- 2) Educo has ZERO TOLERANCE towards harassment, abuse and discrimination. Educo employees are expected to abide by the **Code of Conduct, PPSEAH (Policy on Protection Against Sexual Exploitation, Abuse and Harassment), Child Safeguarding Policy, Anti-fraud and Corruption Policy** and **Staff Management Rules** of Educo.
- 3) Any persuasion during recruitment process will result in disqualification of candidature.
- 4) Internal and external applicants shall be treated equally in the entire selection process.
- 5) **Educo never charges any FEE/COST/DONATION at any stages of recruitment and selection process. There is no cost involved with applying for any position. Any solicitation of job application/selection costs should be regarded as fraudulent.**